

# Code of Ethics Training



**For county and municipal  
officials and employees**

**Christie E. Kelley  
Executive Director**

# PBC Commission on Ethics

Five volunteer members, each appointed by the following community “stakeholders” to serve four-year terms:

- ◆ PBC Association of Chiefs of Police (**Carol DeGraffenreidt**)
- ◆ PBC League of Cities (**Rodney Romano**)
- ◆ President of Florida Atlantic University (**Peter Cruise**)
- ◆ PBC Bar Association in conjunction with the Hispanic Bar Association and the F. Malcolm Cunningham Bar Association (**Michael Kugler**)

# COE Staff-What We Do

- **Investigate complaints**
- **Questions about the Code of Ethics**
- **Provide advisory opinions**
- **Training and community outreach**
- **Understand your responsibilities**

# Frequently Asked Questions

## What is the purpose of the Code of Ethics?

- Promote honest and ethical conduct.
- Protect confidential information.
- Increase public trust in local government.

As public officials and employees, we must be transparent in all of our actions.

# Frequently Asked Questions

## Who does the Code of Ethics apply to?

- All county and municipal employees, elected officials, and advisory board members.
- Not state officers or employees, and not constitutional officers or their employees.

# Overview of Today's Training

## ❖ **Ethics Decision Tree**

- ◆ Steps to avoid violations and problems

## ❖ **The Code of Ethics**

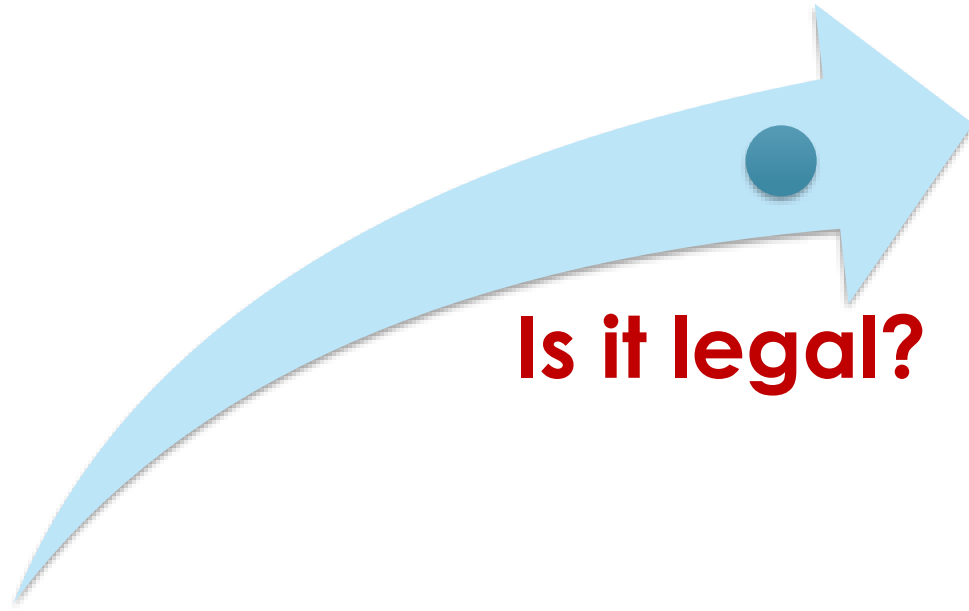
- ◆ Prohibited Conduct
- ◆ Gift Law
- ◆ Miscellaneous Provisions

# Ethics Decision Tree

**A four-step process designed to help you identify things to consider before taking some action.**



Use the “Ethics Decision Tree”  
before you act, and ask yourself...



**Is it legal?**



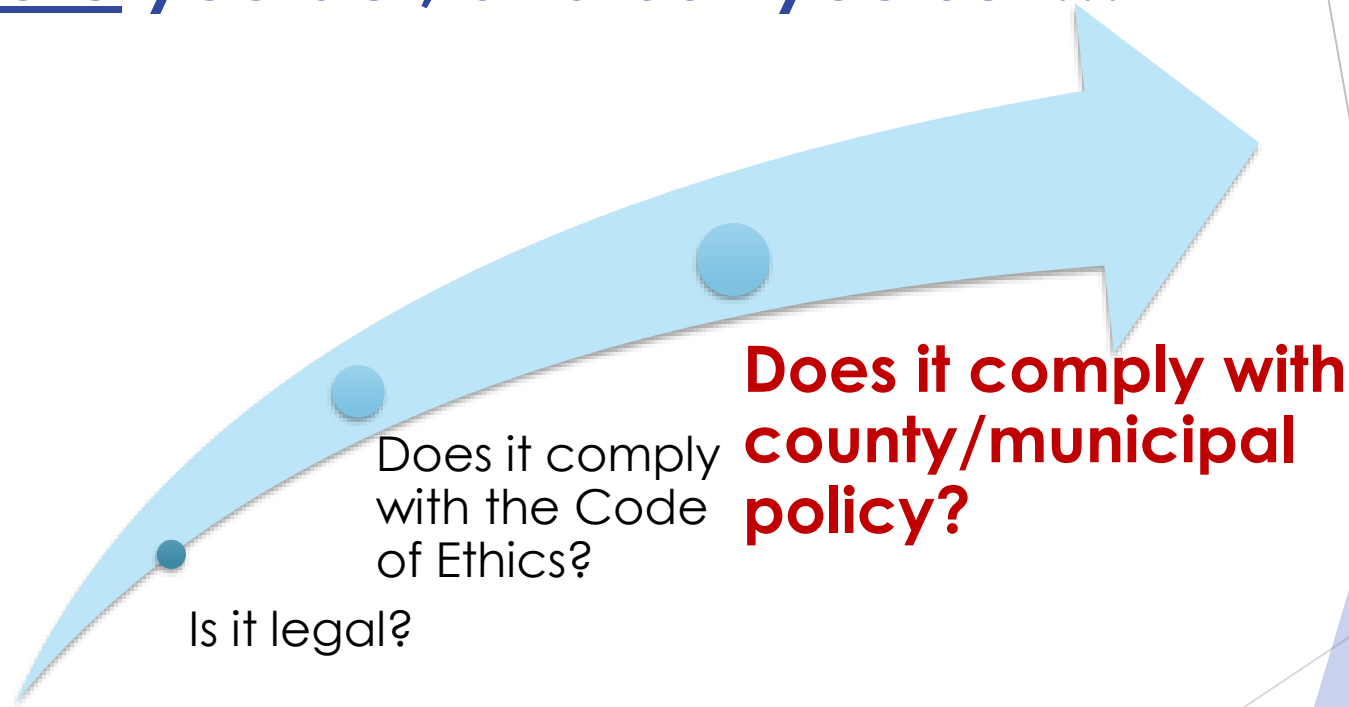
Use the “Ethics Decision Tree”  
before you act, and ask yourself...



Is it legal?

**Does it comply  
with the Code  
of Ethics?**

Use the “Ethics Decision Tree”  
before you act, and ask yourself...



# Use the “Ethics Decision Tree” before you act, and ask yourself...



**Could your actions create  
problems for your public employer  
or the people you serve?**

Does it comply with county/ municipal policy?

Does it comply with the Code of Ethics?

Is it legal?



**PROHIBITED CONDUCT**  
**SECTION 2-443**

# Prohibited Conduct

- **Sec. 2-443(a)**, *Misuse of public office or employment*
- **Sec. 2-443(b)**, *Corrupt misuse of official position*
- **Sec. 2-443(c)**, *Disclosure of voting conflicts*
- **Sec. 2-443(d)**, *Contractual relationships*

# Misuse of Office

## Section 2-443(a)

Public employees and officials are **prohibited from using their official position** in a manner that results in a “**special financial benefit**” being given to...

# No Special Financial Benefit given to:

1. Themselves
2. A household member, spouse, or domestic partner
3. Outside business or employer of theirs or their spouse or domestic partner
4. A close family relative or their business or employer
5. A customer or client of their outside business or employer
6. A debtor or creditor of the official or employee, who owes or is owed more than \$10,000 (except banking and mortgage institutions)
7. Any organization **of which** the official/employee or their spouse/domestic partner serves as an officer or director of that organization

# Special Financial Benefit

- ❖ ***Financial benefit*** – *anything* of value that is obtained through your official position:
  - Your government employment;
  - Your elected position in government;
  - Your advisory board appointment.



# Special Financial Benefit

- One not shared with “**similarly situated**” members of the general public
  - similarly situated
    - ✓ everyone affected by a decision is affected in essentially the same manner, and
    - ✓ the group impacted must be large enough to allow a significant number of people to benefit.
      - 1% percent rule

# Misuse of Office

## The Code Enforcement Officer

- A code enforcement officer is assigned to inspect property owned by his son.

May he inspect his son's property?



# Misuse of Office

## The Code Enforcement Officer

- A code enforcement officer is assigned to inspect property owned by his son.

### May he inspect his son's property?

Yes. There is no prohibited conflict of interest based solely on the parent-child relationship. Where the public employee simply does his job and does not give his son a “special financial interest,” there is no prohibition under the Code.



# Misuse of Office

## The Code Enforcement Officer

- A code enforcement officer is assigned to inspect property owned by his son.

### Should he inspect his son's property?

*Probably not. Think about the appearance of impropriety.*



# Misuse of Office

## The Code Enforcement Officer

- The code enforcement officer noticed that his son's sidewalk as well as the two houses on either side of his son's house need to have their sidewalks pressure washed. The code enforcement officer cites the other two houses but not his son's.

**Has he violated the misuse of office section of the code?**



# Misuse of Office

## The Code Enforcement Officer

- The code enforcement officer noticed that his son's sidewalk as well as the two houses on either side of his son's house need to have their sidewalks pressure washed. The code enforcement officer cites the other two houses but not his son's.

**Has he violated the misuse of office section of the code?**

Yes! He used his position to give a special financial benefit to his son.



# Disclosure of Voting Conflicts

## Section 2-443(c)

An official may not vote on or participate in any matter which will provide a **special financial benefit** to specific persons or entities.

# Disclosure of Voting Conflicts

Officials may not vote on or participate in a matter that will result in a special financial benefit being given to:

1. Themselves
2. Their spouse, domestic partner, or household member
3. An outside employer or business of theirs or their spouse or domestic partner
4. A close family relative or their business or employer
5. A customer or client of the official's outside employer or business
6. A substantial debtor or creditor
7. Any organization – serves as an officer or director



# Disclosure of Voting Conflicts

## The Vote on Waterlines

- A proposal comes before the town council for a vote on whether to install new waterlines in a neighborhood.
- A Council Member lives in a home in this neighborhood.
- There are 150 homes within this neighborhood that are affected.



# Disclosure of Voting Conflicts

## The Vote on Waterlines

**May the council member vote on this project without violating the Code of Ethics?**



# Disclosure of Voting Conflicts

Yes!

Where the public official votes on a measure that affects all members of a class equally, and the class is sufficiently large, there is no “special financial benefit” to the council member.



# Disclosure of Voting Conflicts

## Road Improvement

- A city councilman is on the board of directors of a local church, which is a not-for-profit organization. The city council will be voting on whether to pave the road that the church sits on. There are 25 properties on the road that may be paved.

**May** the city councilman, who is a member of the church board of directors, **discuss or vote** on the road project taking place in front of the church?



# Disclosure of Voting Conflicts

**No!**

He would not be allowed to

1) participate in the discussion of whether to approve this road project or

2) vote on that matter,

because he is a board member of the church and size of the class impacted by this project is small.



# Corrupt Misuse of Official Position

## Section 2-443(b)

You may not use your official position...  
(your government employment, advisory board membership, or elected title or powers)

- ✓ ...to corruptly secure...
- ✓ ...a “special benefit” ...  
(does not have to be a financial benefit)
- ✓ ...for any person

# Corrupt Misuse of Official Position

❖ ...a “special benefit” ...

- ◆ any benefit you or another person are not entitled to have or to give
- ◆ not necessarily financial, although it could be

# Corrupt Misuse of Official Position

❖ ... “corruptly” means...

- ◆ Done with wrongful intent, and which is...
- ◆ Inconsistent with the “proper performance” of your public duties



# Corrupt Misuse of Official Position

## The Parking Ticket

- The city manager received a parking citation after parking in a restricted city parking lot. The city manager approached the parking officer and told her that he was the city manager and has a special city placard that allows him to park in any city lot. The parking officer voided the ticket. The city manager does not have a special placard that allows him to park in any city lot.

**PAY  
TO  
PARK  
ALL  
HOURS**

# Corrupt Misuse of Official Position

## The Parking Ticket

Did the city manager  
violated the corrupt misuse  
section of the code of  
ethics by his actions?



PAY  
TO  
PARK  
ALL  
HOURS

# Corrupt Misuse of Official Position

## The Parking Ticket

Yes!

- He improperly used his authority to act in a way that had “wrongful intent” and was “inconsistent with the proper performance of his public duties.”

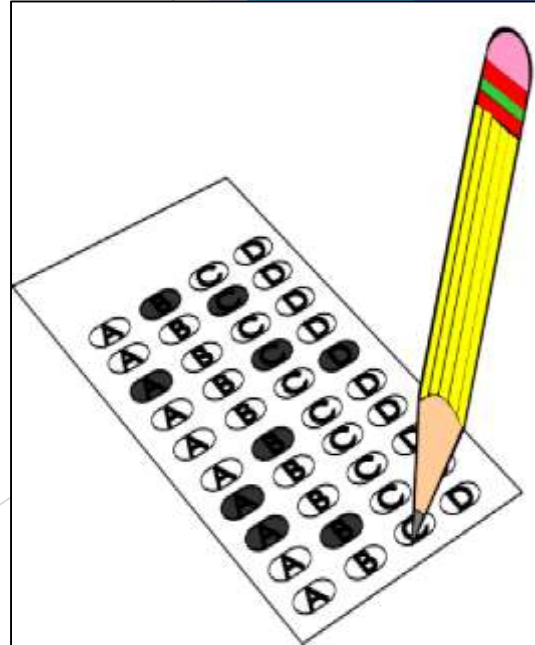
**PAY  
TO  
PARK  
ALL  
HOURS**

# Corrupt Misuse of Official Position

## The Tricky Test-Taker

- Every employee in a city department is required to sit for an annual certification examination.
- It is paid for by the city and half of the employees take the exam on Monday and the other half take the exam on Friday.
- A test-taker from Monday's sitting made copies of the exam and his answers and distributed it to his fellow co-workers.

**Is the employee in violation of the corrupt misuse of official position?**



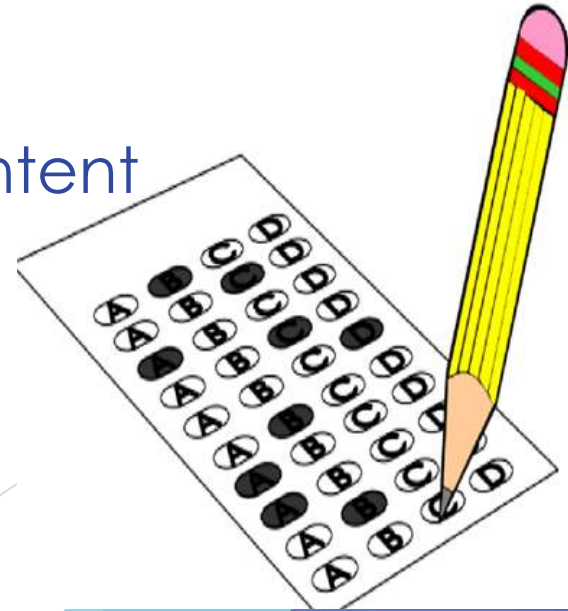
# Corrupt Misuse of Official Position

## The Tricky Test-taker

Yes

The employee improperly used his position, as a city employee, to give a special benefit to his co-workers.

His action was done with a wrongful intent and was inconsistent with the proper performance of his duties as a city employee.



# Contractual Relationships

## Section 2-443(d)

The Code regulates some contracts you may enter into in your private capacity because of your public employment or position.

### General Rule

- ◆ You,
- ◆ Your outside employer, or
- ◆ Your outside business

cannot contract with or provide any goods or services for payment to your public employer or the public entity you serve.



Exceptions  
to the  
Rule!

# Exceptions

1. Your outside employer is another governmental entity
2. It is a sealed bid/low-bid contract (and you meet the additional requirements within this exception)
3. Emergency purchases
4. Sole source of supply
5. Contract or goods supplied are valued at less than \$500 per year
6. You are a public employee and you meet the part-time outside employment exception and obtain a waiver (this only applies to employees, not elected or appointed officials)
7. For extra-duty details (Police and Fire exception)
  - This does not apply for outside employment of businesses, but applies only to off duty details where these employees are hired through their public employer.



# Part-time Outside Employment Waiver

**Do you need to file one?**

[applies only to employees, not to officials]

The question you must answer:

**IS** your potential part-time employer  
a **vendor** of your government employer?



# Outside Employment Waiver

- If your potential part-time employer **IS a vendor** of your public employer, in order for you to work there, you **must file a conflict of interest waiver**.
- If your potential part-time employer **is not a vendor** of your public employer, you **DO NOT** need to file a conflict of interest waiver, because there is **no conflict of interest to waive**.

# Outside Employment Waiver

## What are the requirements?

- Your potential outside employer does **not** have contracts that you or your department or section will oversee, administer or enforce.
- You did **not** participate in awarding the contract to your potential outside employer in any way.
- This part-time employment will **not** impair or interfere with your government job. (This should be determined by your supervisor)
- You have **complied** with any internal policy of your government employer concerning outside employment.

# Outside Employment Waiver

- Complete and sign. (Acknowledge each of the five declarations.)
- Review and signed by Supervisor.
- Review and signed by Chief Administrative Officer.

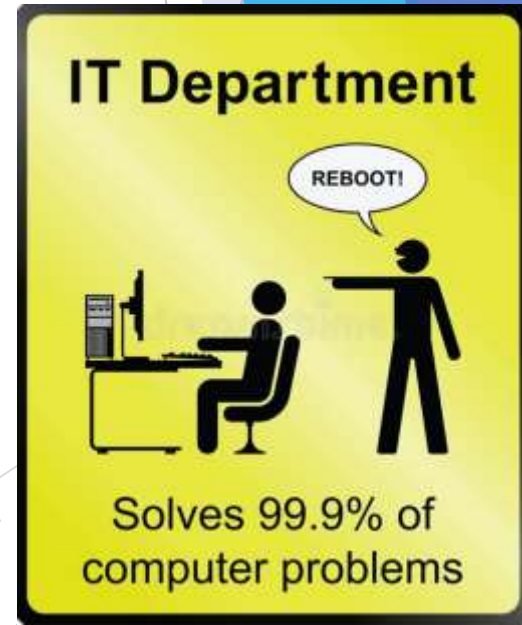
## SEND ORIGINAL TO HR AND COPY TO COE

- Remember, this is **only** needed **if** the potential part-time employer is a **vendor** of your public employer, **and** the potential part-time employer is not one of the exceptions already allowed within the code! (such as other governmental entities)

# Misuse of Office

## The Employee Entrepreneur

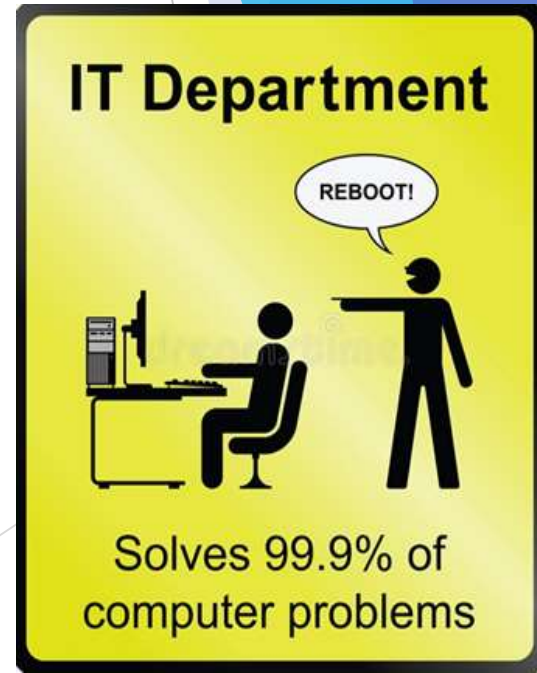
- A city employee would like to start a part-time business where she performs IT consulting work.
- She is employed full-time by the city in the IT Department.



# Misuse of Office

## The Employee Entrepreneur

**May** the employee privately contract to perform IT work when she is a city employee in the IT Department?



# Misuse of Office

## The Employee Entrepreneur

**Yes!**

- As long as she is not providing those services to her city, directly or indirectly, and she follows her public employer's rules for outside employment, she can perform such work privately.
- However, she **cannot** use city resources to complete such work.



# Misuse of Office

## The Employee Entrepreneur

The employee thinks she should refrain from identifying or alluding to her position with the town, wearing her work shirt with the city logo on it, and driving a town vehicle while soliciting potential clients to her private IT consulting business.

Is she correct?



# Misuse of Office

## The Employee Entrepreneur

Yes!

The use of her “official position” to attract potential clients to hire her private business would violate the misuse of office section of the code of ethics.

# Contractual Relationships

The child of a city employee solely  
owns a pressure cleaning business.

The child employee does no work for  
the business and is not involved with  
the business in any way.



# Contractual Relationships

**May the child of the employee enter into a contract with the city to provide pressure cleaning services under the Code of Ethics?**



# Contractual Relationships

**Section 2-442 of the Code defines an outside business as** “Any entity located within the county which does business with or is regulated by the county or municipality as applicable, **in which the official or employee has an ownership interest**. For the purposes of this definition, **an “ownership interest” shall mean at least 5% of the total assets** or common stock owned by the official or employee **or any combination of the employee’s** household members, spouse, **child**, step-child, brother, sister, parent or step-parent, or a person claimed as a dependent on the official or employee’s latest individual federal tax return.

# Contractual Relationships

**May the child of the employee enter into a contract with the town to provide pressure cleaning services under the Code of Ethics?**



# Contractual Relationships

Answer: In general, **NO!**

The child may not enter into an agreement to provide services to the municipality...unless one or more of the 7 exceptions applies:

- ☐ If it is a sealed bid, low bid contract.
- ☐ If services would be under \$500
- ☐ They are the only local pressure cleaning company in that municipality
- ☐ Any other exception that may apply

## Exceptions

1. Your outside employer is another governmental entity
2. It is a sealed bid/low-bid contract
3. Emergency purchases
4. Sole source of supply
5. Contract or goods supplied are valued at less than \$500 per year
6. You are a government employee and you meet the part-time outside employment exception
7. For extra-duty details (Police and Fire exception)

# Gift Law

## Section 2-444

### What is a gift?

- transfer of anything of economic value without adequate and lawful consideration



# Gift Law

## Section 2-444

### Absolute Prohibitions: \$0

- ⊘ Kickbacks/Bribes
  - ⊘ No Quid Pro Quo
- ⊘ Tips (with one exception)





# LIMITED EXCEPTION FOR TIPS

## Advisory Opinion - RQO 11-028

### Question:

May employees working as town employees in service-related fields, such as bartenders and servers at the town's country club restaurant, continue to receive tips?

# LIMITED EXCEPTION FOR TIPS

Yes!!

Government employees in service-related jobs, who were hired with the understanding that they would receive tips as a portion of their work compensation and where this is the “standard compensation within this service occupation,” may receive tips.

# Gift Law

**\$100 limit** (annually in the aggregate) on accepting gifts from any

- **Vendor** of your public employer
- **Bidder/proposer** (trying to become a vendor)
- **Lobbyist** who lobbies your public employer
- **Principal or employer** of lobbyists who lobby your public employer



# Gift Law

Prohibition on **soliciting** any gift from

- Vendor of your public employer
- Bidder/proposer (trying to become a vendor)
- Lobbyist who lobbies your public employer
- Principal or employer of lobbyists who lobby your public employer

where the gift is for the personal benefit of you, another official or employee, or any relative or household member of yours.



# Gift Law

## Reporting Requirements (State reporters)

- While the prohibitions against taking gifts from certain individuals or entities within the Palm Beach County Code of Ethics does apply to state reporting officials and employees, the reporting requirements for state reporters are governed by state law under Section 112.3148, Florida Statutes.
- If state law requires a gift to be reported on a state of Florida Quarterly gift report, a copy must also be sent to the PBC COE within ten days (10) of filing such gift report.

# Gift Law Reporting Requirements

## State Reporting Individuals

- “Local Officers” and certain administrative managers.
- Quarterly reporting may be required.
- File your state form with your Clerk and a copy to the County Commission on Ethics within ten (10) days of doing so.

\*FLORIDA COE: (850) 488-7864

Form 9		QUARTERLY GIFT DISCLOSURE (GIFTS OVER \$100)	
LAST NAME -- FIRST NAME -- MIDDLE NAME		NAME OF AGENCY	
MAILING ADDRESS		OFFICE OR POSITION HELD	
CITY	ZIP	COUNTY	FOR QUARTER ENDING (CHECK ONE): JANUARY JUNE SEPTEMBER DECEMBER
			YEAR 20__

### PART A -- STATEMENT OF GIFTS

Please list below each gift, the value of which you believe to exceed \$100, accepted by you during the calendar quarter for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift, the name and address of the person making the gift, and the date the gift was received. If any of these facts, other than the gift description, are unknown or not applicable, you should so state on this form. As explained more fully in the instructions on the reverse side of this form, you are not required to disclose gifts from relatives or certain other gifts. You are not required to file this statement for any calendar quarter during which you did not receive a reportable gift.

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

☐ CHECK HERE IF CONTINUED ON SEPARATE SHEET

### PART B -- RECEIPT PROVIDED BY PERSON MAKING THE GIFT

If any receipt for a gift listed above was provided to you by the person making the gift, you are required to attach a copy of that receipt to this form. You may attach an expansion of any differences between the information disclosed on this form and the information on the receipt.

☐ CHECK HERE IF A RECEIPT IS ATTACHED TO THIS FORM

### PART C -- OATH

I, the person whose name appears at the beginning of this form, do declare on oath or affirmation and say that the information disclosed herein and on any attachments made by me constitutes a true account, and that listing of all gifts required to be reported by Section 112.318, Florida Statutes.		STATE OF FLORIDA COUNTY OF _____ Beck to (or affirmed) and subscribed before me this _____ day of _____, 20__.
Florida Statutes.		By _____ (Signature of Notary Public-State of Florida)
SIGNATURE OF REPORTING OFFICIAL _____		Print, Type, or Stamp Commissioned Name of Notary Public Personally Known OR Produced Identification Type of Identification Produced _____

### PART D -- FILING INSTRUCTIONS

This form, when duly signed and released, must be filed with the Commission on Ethics, P.O. Drawer 13078, Tallahassee, Florida 32317-1078, physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, Florida 32303. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which this form is filed (for example, if a gift is received in March, it should be disclosed by June 30).

# Gift Law

## Reporting Requirements

### (Non-state Reporters/Local Reporting Individuals)

- Gifts valued in excess of \$100 per year given by anyone to a public employee must be reported on an annual basis to the PBC Commission on Ethics.
  - unless it is one of the exceptions to the Gift Law found in Section 2-444(g)

# Gift Law Disclosure Requirements

## Local Reporting Individuals/Non-state Reporters

- Yearly reporting (calendar year) but only if you have a gift that must be reported.
- Due January 31<sup>st</sup> of the next year after the gift was received.
- Send to COE by Fax, Email or U.S. Mail.
- If you have no reportable gifts, **please do not file a blank form.** (you have no obligation to file a gift report if you have accepted no reportable gifts that year!)

**PBC Gift Form** **YEARLY GIFT DISCLOSURE (GIFTS OVER \$100)**

LAST NAME — FIRST NAME — MIDDLE NAME: \_\_\_\_\_ NAME OF MUNICIPALITY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ OFFICE OR POSITION HELD: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE YEAR: \_\_\_\_\_

**PART A — STATEMENT OF GIFTS**

Please list below each gift, the value of which you believe to exceed \$100, accepted by you during the 2024 year (between 1/1/2024 and 12/31/2024) for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift. The name and address of the person making the gift, and the date(s) the gift was received. If any of these facts, other than the gift description, are unknown or not applicable, you should so state on the form. An explanation must fully be in the instructions on page 2 of the form. You are not required to disclose gifts from relatives or unless other gifts. **You are not required to file this statement for any fiscal year during which you did not receive a reportable gift.**

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

☐ CHECK HERE IF CONTINUED ON SEPARATE SHEET

**PART B — RECEIPT PROVIDED BY PERSON MAKING THE GIFT**

If any receipt for a gift listed above was provided to you by the person making the gift, you are required to attach a copy of that receipt to this form. You may attach an explanation of any differences between the information disclosed on this form and the information on the receipt.

☐ CHECK HERE IF A RECEIPT IS ATTACHED TO THIS FORM

**PART C — OATH**

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed herein and on any attachments made by me constitutes a true accurate and total listing of all gifts required to be reported by Article XVI, Sec. 2.444 of the Palm Beach County Code of Ethics.

SIGNATURE OF REPORTING OFFICIAL: \_\_\_\_\_

**PART D — FILING INSTRUCTIONS**

This form, when duly signed, must be filed with the Commission on Ethics, 300 South Dixie Highway, Suite 400, West Palm Beach, Florida 33411. The form must be filed no later than the first day of November for the period being reported.

(Form revised 1/1/2024)



# Gift Law

**\*\* Even if you are not the final recipient of the gift, a gift that you solicited or received for the purpose of giving it to another is a “pass through gift,” and you may be responsible to report it as such. \*\***

# Exceptions to the Definition of Gifts

- Gifts from relatives or members of your household
- Personal gifts, if given by a personal friend or co-worker and the **motivation** of the gift is that friendship or work relationship
- Awards for civic or professional achievement
- Advertising materials (even if from vendors)
- Gifts solicited on behalf of your public employer for a public purpose
- Any inheritance (regardless of who it is from)
- Lawful political contributions
- Registration fees and other costs for educational conferences where attendance is for governmental purposes and related to public duties and responsibilities.



# Gift Law

## Thank You Gift

A city library employee received a \$25 gift card from a member of the public after helping that person locate certain books in the library for research.

**Can the employee accept the gift?**

# Gift Law

## Thank You Gift

**No!!**

The employee **cannot** accept a gift for completing tasks their public employer employs them to do.

This is a tip, and tips cannot be accepted **unless** it meets the **one** exception to tips. (Unlikely for that particular position)

# Gift Law

## Hotel Stay for Conference

A city employee is attending a conference on behalf of the city. The attendance at the conference and hotel stay was approved by the city and paid for by the city.

**Does the employee have to report the attendance fee and hotel room as a gift?**

# Gift Law

## Hotel Stay for Conference

**No!**

The employee does not have to report the travel expenses because they are excluded from definition of gift (one of the exceptions)

## EXCEPTIONS TO THE DEFINITION OF GIFTS (ONLY FOR NON-STATE REPORTING INDIVIDUALS)



- ❖ Gifts from relatives or members of your household
- ❖ Personal gifts over \$100, if given by a personal friend or co-worker and motivation of is friendship/social relationship
- ❖ Awards for civic/professional achievement
- ❖ Advertising materials (from vendors)
- ❖ Gift solicited for a public purpose
- ❖ Inheritance
- ❖ Political contributions
- ❖ Registration fees and other costs for educational conferences where attendance is for governmental purposes and related to public duties and responsibilities



# Gift Law

You “inadvertently” accepted a gift valued at greater than \$100 from a prohibited source (vendor, lobbyist, etc.), what can you do?

# Gift Law

You can fix the problem IF you

- reimburse the gift giver the amount in excess of \$100, or
- return the entire gift.

**But**, you must do this within 90 days of accepting the gift.



# Charitable Solicitations

Section 2-444(h)

How does the \$100 gift limit rule apply to solicitations and donations from a vendor or lobbyist that are meant for a charitable purpose?

Are they prohibited?

# Charitable Solicitations

There is an exception!

An employee or official may solicit donations of more than \$100 from a vendor or lobbyist of their public employer on behalf of any non-profit charitable organization, providing the person or entity soliciting:

- Files a **Charitable Solicitation Log** with the COE
- And, does not solicit any person or entity with a “current” bid or proposal still outstanding (even if they are already a current vendor)

# OTHER ISSUES (next few slides)

- Payment of Travel Expenses by a vendor
- Disclosure of Inside Information
- Nepotism (hiring/promoting a relative)
- Honesty in applications for employment, promotion, or transfer to another position

# Travel Expenses

Officials and employees are **prohibited** from accepting travel expenses, directly or indirectly, from any:

- Contractor
- Vendor
- Service Provider
- Bidder
- Proposer

of their public employer, or the public entity they serve as an elected or appointed official.

# Travel Expenses - EXCEPTIONS

1.If waived by the municipal governing body...

or

2. If the expenses are reimbursed or paid by...

a. Another governmental entity, or

b. An organization that your employer is a member, and the travel is related to your job or position (*i.e. League of Cities*)

# Disclosure of Inside Information

## Prohibition against **using** information

- that **is gained** through your public employment or official position,
- **for** your personal benefit **or** the personal benefit of **any** other person or entity
- when that information **is not** available to the general public



# Nepotism

Employees and officials who are authorized to:

- Appoint,
- Employ,
- Promote, or
- Advance anyone

are prohibited from doing so (and prohibited from advocating) if that person is a close family relative, spouse, or domestic partner.



# Nepotism - EXCEPTION

## Certain Advisory Boards

Cities with a population under  
35,000 may appoint these  
persons to boards other than  
those with **land-planning**  
**and/or zoning responsibilities**



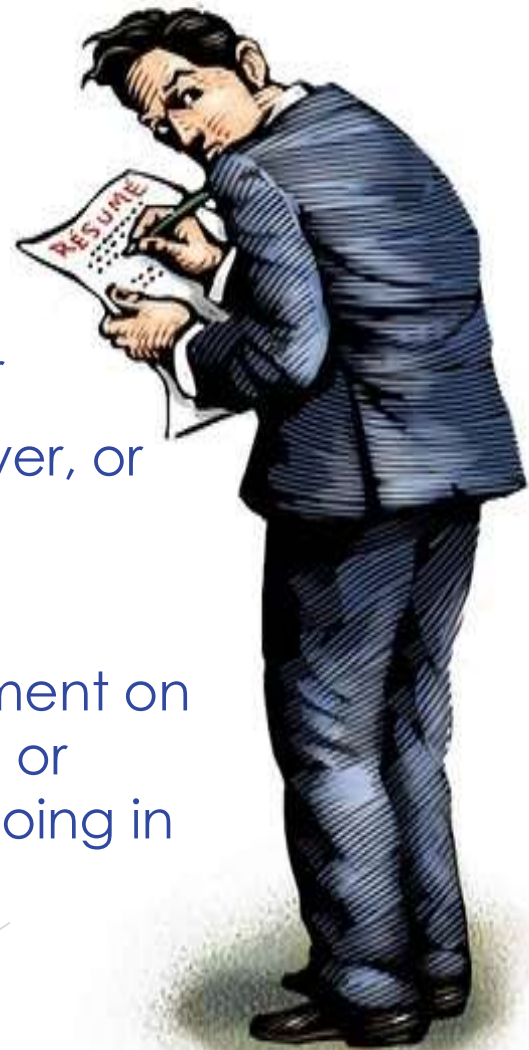


# Honesty in Applications for Positions

Any person

- seeking to become an official or employee, or
- seeking any promotion with their public employer, or
- seeking a contract with a county or municipal government

is prohibited from lying or making any false statement on their application, submitting any false document, or knowingly withholding information about wrongdoing in connection with employment



# Enforcement by the COE

The COE is a Civil Code Enforcement Board.

➤ Sanctions that may be imposed:

1. Letter of Reprimand or Letter of Instruction.
2. Fine up to \$500 per violation.
3. Restitution where indicated.

# ENFORCEMENT

## ➤ Criminal:

➤ Knowing and willful violations may be referred to the State Attorney's Office and may be punishable upon conviction with the same sanctions as a first degree misdemeanor carries:

- ◆ Up to 1 year in jail and/or
- ◆ Fine of up to \$1000 per violation

\* Government employer may also still discipline or terminate employees as allowed under their policies and/or rules.



# **PALM BEACH COUNTY COMMISSION ON ETHICS**

***"Honesty, Integrity, Character"***

## **ETHICS**

***"Ask First, Act Later"***

**Call Us: *HOTLINE: 877-766-5920***

**Email Us: *Ethics@palmbeachcountyethics.com***

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**The Historic 1916 Palm Beach County Courthouse**  
**300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401**