RULES FOR COUNTY TREASURER-TAX COLLECTOR DEPARTMENT REGARDING INCOMPATIBLE ACTIVITIES

Pursuant to Government Code Sections 1125-1127 and Board of Supervisors Resolution No. 41 of February 29, 1972, each appointing authority of the County San Diego is required to formulate rules specifying those activities for compensation, outside of County duties of the employees under his jurisdiction, which are inconsistent and incompatible with their duties as County employees. In compliance with this rule, the County Treasurer-Tax Collector Department has determined that the outside activities set forth in these rules are inimical to the functions and responsibilities of employees of this Department and are prohibited. Therefore, the Treasurer-Tax Collector has formulated the following rules:

1. Any activity which involves the use of County time, facilities, equipment or materials for private gain or advantage is prohibited. In addition, any activity which involves the use of the badge, uniform, prestige, or influence of the individual's County employment for private gain or advantage is also prohibited. Examples of these types of prohibited activities include, but are not limited to the following:

    a. Any outside employment including employment with another government entity or nonprofit organization or activity where any part of the employees efforts will be subject to approval by any other officer, employee, board or commission of the County.

    b. Any assignment of work that relates to any organization, property or activity in which the employee or a member of the employee's immediate family has an interest.

    c. Any outside employment including employment with another government entity or nonprofit organization or activity which will require or induce the employee to disclose official information, not readily available to the general public, acquired by the employee in the course of their County duties.

    d. Any outside employment including employment with another government entity or nonprofit organization or activity which will impair the employee's independence of judgement as to their County duties.

    e. Any activity which involves the receipt by the employee of money or other consideration from private parties for the performance of acts which the employee is expected to render during the regular course of their duties as a County employee, including any consultation work for a fee concerning the application, interpretation or orders of this Department.

f. Any participation of the employee, their spouse, or immediate family member in any tax sale conducted by this Department. This applies to permanent, temporary and probationary employees.

g. Any soliciting or seeking of personal loans, gifts, gratuities, business compensation or favors from any individual, governmental entity, nonprofit organization or business firm or their agents who deal with this Department.

2. The acceptance by an employee of any unsolicited gifts, gratuities, promotional items or favors is limited to the following situations:

   a. Unsolicited gifts that can be shared for the benefit of all employees such as candy or flowers, such as those given during the holiday seasons, may be accepted.

   b. Unsolicited gifts to individual employees such as coffee mugs or other promotional items of less than $50, or multiple gifts with an aggregate value of less than $50, from any individual, government entity, nonprofit organization, business firm, or their agents who deal with this Department may be accepted.

   c. Employees who are required to file Statements of Economic Interest under the Conflict of Interest Code for the County Treasurer-Tax Collector pursuant to Government Code Section 81000 et seq. or as Officials Who Manage Public Investments pursuant to Government Code Section 87200 shall be limited by the requirements set forth by those documents, and not by Sections 2 a and 2 b above.

3. All employees who receive unsolicited gifts, gratuities, promotional items or favors with a value in excess of $15, or multiple gifts from the same firm or individual with an aggregate value in excess of $15, shall report such in writing to the County Treasurer-Tax Collector within 10 days of the receipt of the gift.

4. Any activity involving time demands which render the performance of the employee's County duties less efficient is discouraged. Examples of these activities include, but are not limited to the following:

   a. Personal phone calls should be kept to a minimum.

   b. Personal visits by non-departmental individuals should be kept to a minimum.

   c. No unauthorized individual shall be allowed in restricted areas. Restricted areas are defined as:

      i. Behind the cashier stations.

      ii. Vaults.

5. It shall be the responsibility of the employee to keep the County Treasurer-Tax Collector informed, in writing of any employment outside of the Department. In addition, in the event an employee becomes aware that they have violated any section of this policy, the employee shall inform the County Treasurer-Tax Collector in writing within 10 days citing the circumstances of the violation.

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COUNTY TREASURER - TAX COLLECTOR