

ATTACHMENT B

CONFLICT OF INTEREST CODE OF THE CIVIL RIGHTS OFFICE

The Political Reform Act of 1974 (Government Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, § 18730 of Title 2 of the California Code of Regulations (CCR), which contains the terms of a standard conflict of interest code that may be incorporated by reference in a Department's Code. After public notice and hearing, the FPPC may amend the standard code to conform to amendments of the Political Reform Act. Therefore, the terms of § 18730 of Title 2 of CCR and any amendments adopted by the FPPC, together with the attached Appendices designating positions and establishing disclosure categories, are incorporated by reference and constitute the Conflict of Interest Code of the **CIVIL RIGHTS OFFICE** ("Department").

Individuals holding designated positions shall file their statement of economic interests with the **CIVIL RIGHTS OFFICE**, which will make the statements available for public inspection and reproduction, according to Government Code § 81008. Upon receipt of statements of the **CIVIL RIGHTS OFFICER**, the Department shall make and retain copies and forward the original to the code reviewing body. Statements for all other designated positions shall be kept by the Department.

Attachments: Appendix A: Designated Positions
Appendix B: Disclosure Categories

Adopted:
Amended:

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u> ¹	<u>Assigned Disclosure Category</u>
CIVIL RIGHTS OFFICER	1
SENIOR EQUAL OPPORTUNITY ANALYST	1
ASSOCIATE EQUAL OPPORTUNITY ANALYST	1
EQUAL OPPORTUNITY ANALYST	1

Consultants²

Consultants to the **CIVIL RIGHTS OFFICE** are subject to disclosure under Category 1, subject to the following limitation: the **CIVIL RIGHTS OFFICER** may determine in writing that a consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and the consultant is not required to comply with the disclosure requirements of Category 1. In such cases, the **CIVIL RIGHTS OFFICER** may designate a different disclosure requirement. Such determination must be made in writing and shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the consultant’s disclosure requirements. Such determination by the **CIVIL RIGHTS OFFICER** is a public record and shall be retained for public inspection in the same manner and location as the Department’s Conflict of Interest Code.

2 Consultants are included in the list of designated positions. For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code Regs., tit. 2, §18700.3(a).

APPENDIX B: DISCLOSURE CATEGORIES

General Provisions Applicable to All Categories

When an individual who holds a designated position is required to disclose investments and sources of income, they shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction, within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When an individual who holds a designated position is required to disclose sources of income, they shall include gifts received from donors located inside and outside of the jurisdiction.

When an individual who holds a designated position is required to disclose interests in real property, they shall disclose the type of real property if it is located within the jurisdiction or not more than two miles outside the boundaries of the jurisdiction, or within two miles of any land owned or used by Department.

When an individual who holds a designated position is required to disclose business position, they shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

For purposes of this Conflict of Interest Code, the jurisdiction of the **CIVIL RIGHTS OFFICE** is Monterey County. The **CIVIL RIGHTS OFFICE** operates entirely within the geographical boundaries of Monterey County.

Category 1

A designated position in this category must report all investments, business positions, interests in real property, and sources of income, including gifts, loans, and travel payments.