

Date: October 28, 2008

Item No. 1  
File No. \_\_\_\_\_

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- SIA Training Material**
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Completed by: Frank Darby

Date: October 22, 2008

**\*This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

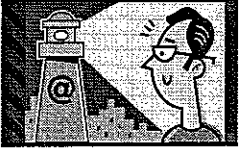
\*\* The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

**Board of Supervisors Statement of Incompatible Activities Training**

1

**Statement of Incompatible Activities (SIA): What is it?**

It's a list of activities that are deemed incompatible, inconsistent or in conflict with your official duties.



SIA template language

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**Laws You are Subject to**

- ⊙ Political Reform Act, California Government Code § 87100 et seq.
- ⊙ California Government Code § 1090
- ⊙ San Francisco Charter
- ⊙ San Francisco Campaign and Governmental Conduct Code
- ⊙ San Francisco Sunshine Ordinance
- ⊙ Applicable Civil Service Rules

SIA template language

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**Board of Supervisors: Mission**

⊙ *The Board of Supervisors is the legislative body for the City and County of San Francisco. The Board consists of eleven members elected by district. The mission of the Board is to respond to the needs of the people of the City and County of San Francisco, establish City policies, and adopt ordinances and resolutions, including oversight of the City's budget.*

⊙ (S.F. Charter, Article II.)

BOS SIA

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**Board of Supervisors: Mission**

⊙ *The Clerk of the Board of Supervisors has charge of the office and records of the Board and its committees, and keeps a public record of Board proceedings and all ordinances and resolutions. The Clerk serves the Board by providing leadership and administrative support, implementing Board policies, and providing quality services to the people of the City and County of San Francisco.*

⊙ (S.F. Charter § 2.117.)

BOS SIA

5

**Board of Supervisors: Mission**

⊙ *The Youth Commission, which operates under the jurisdiction of the Board, advises the Board and Mayor on issues relating to children and youth.*

⊙ (S.F. Charter §§ 4.122 – 4.125.)

BOS SIA

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### Board of Supervisors: Mission

⊙ *The Sunshine Ordinance Task Force advises the Board and City Departments on issues relating to open meeting laws and public records laws, including San Francisco's Sunshine Ordinance and California's Public Records Act and Brown Act.*

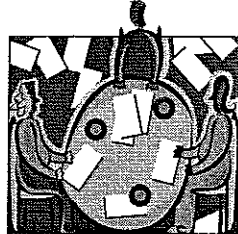
⊙ (S.F. Administrative Code Chapter 67.)

BOS SIA

### SIA: Whom does it cover?

⊙ Unless otherwise stated, the SIA covers


- An "officer" of the department, board or commission (includes members and the Clerk of the Board) and
- An "employee" of the department, board or commission.



SIA

### III. Restrictions on Incompatible Activities

This section prohibits outside activities that are incompatible with the mission of the department, board or commission.




SIA template language

### III. Restrictions on Incompatible Activities

Three parts:

- A. Restrictions that apply to all officers and employees
- B. Restrictions that apply to employees in specified positions
- C. Advance Written Determination




SIA template language

### III. Restrictions on Incompatible Activities

A. Restrictions that apply to all officers and employees

1. Activities that conflict with official duties
2. Activities with excessive time demands
3. Activities that are subject to review by the department

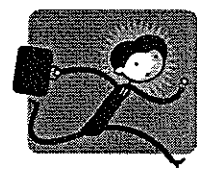


SIA template language

### III.A. Restrictions that apply to all officers and employees

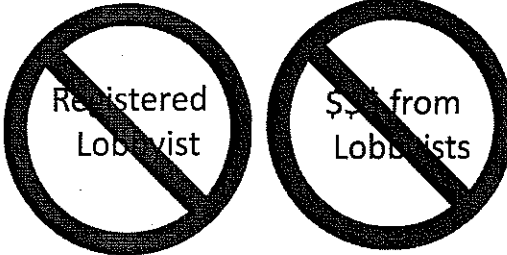
1. Activities that conflict with official duties

- An outside activity conflicts with City duties when your ability to perform your City duties is **materially impaired**.



SIA template language

**III. A. 1. Restrictions that apply to all officers and employees**

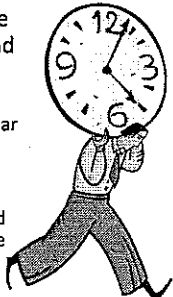


BOS SIA 13

**III.A. Restrictions that apply to all officers and employees**

2. Activities with excessive time demands (applies to Clerk and employees)

- Cause you to be absent on a regular basis or
- Interfere with or require a time commitment that is demonstrated to interfere with the performance of your City duties




SIA template language 14

**III.A. Restrictions that apply to all employees and officers**

3. Activities that are subject to review by the department

- You may NOT engage in an outside activity that is subject to the
  - control
  - inspection
  - review
  - audit
  - or
  - enforcement of your department

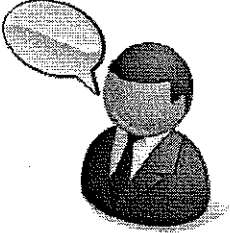


SIA template language 15

**III.A.3. Activities that are subject to review by the department: exceptions**

⊙ For most departments, this ban on engaging in activities that are subject to review by the department does not bar you from doing any of the following:


1. Appearing before your department or commission on your own behalf
2. Filing or otherwise pursuing claims against the City on your own behalf
3. Running for City elective office
4. Making a public records disclosure request under the Sunshine Ordinance or Public Records Act



SIA template language 16

**III.A.3. Activities that are subject to review by the department**


Example of a prohibited activity:  
You may NOT knowingly provide selective assistance to a bidder who is responding to a City bid, RFP or RFQ so as to confer a competitive advantage to that bidder.



SIA template language 17

**III. B. Restrictions that apply to officers and employees in specified positions**

Some departments have identified activities that are not compatible with officers and employees in specific positions. These persons are subject not only to the restrictions set forth in section III.A but also to any restrictions that are set forth in section III.B of the SIA.



SIA template language 18


**1. MEMBERS OF THE SUNSHINE ORDINANCE TASK FORCE AND CLERK EMPLOYEES ASSISTING THE TASK FORCE**

- ⊙ Unless otherwise expressly permitted by state or local law and regulation, no officer or employee may assist, advise or represent other persons or entities concerning Sunshine Ordinance complaints or concerning matters that may appear before the Task Force, regardless of whether the activity is compensated.

BOS SIA 19


**1. MEMBERS OF THE SUNSHINE ORDINANCE TASK FORCE AND CLERK EMPLOYEES ASSISTING THE TASK FORCE**

Whether compensated or not, you may NOT assist, advise, or represent any person or entities concerning:



a Sunshine Ordinance complaint

or



matters that may appear before the Task Force

BOS SIA 20

**1. MEMBERS OF THE SUNSHINE ORDINANCE TASK FORCE AND CLERK EMPLOYEES ASSISTING THE TASK FORCE**


- ⊙ Nothing in section III. B prohibits you from providing factual information or, as part of the your duties, information about City laws, rules and procedures if that information is available to all members of the public.

BOS SIA 21

**DISCLOSURE OF RELATIONSHIPS**

MUST DISCLOSE ON THE PUBLIC RECORD ANY:


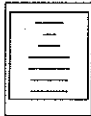
PERSONAL  
BUSINESS  
OR  
PROFESSIONAL



RELATIONSHIP WITH THE PERSON OR ENTITY THAT IS THE SUBJECT OF A GOVERNMENTAL DECISION BEING MADE BY THE OFFICER OR EMPLOYEE. . .

C&GCC 3.214 22

IF, AS A RESULT OF THE RELATIONSHIP, THE ABILITY OF THE OFFICER OR EMPLOYEE TO ACT FOR THE BENEFIT OF THE PUBLIC COULD REASONABLY BE QUESTIONED.


**DISCLOSURE MEANS:**

- NOTING IN THE MINUTES; OR
- IN A MEMORANDUM KEPT ON FILE

C&GCC 3.214 23

**III. C. Advance Written Determination: Immunity from Prosecution**


- ⊙ You may submit a request for an Advance Written Determination (AWD).
- ⊙ The decision-maker may deem the activity incompatible or not incompatible.
- ⊙ An AWD cannot exempt the requestor from any other applicable law.



SIA template language 24

**III. C. Advance Written Determination:  
The process**

- ⊙ Request must be in writing
- ⊙ Requestor must describe the proposed activity
- ⊙ Requestor must explain why the proposed activity is not incompatible.



SIA template language 25


**Who is the Requestor and who is the Decision-Maker?**

Requestor	Decision-Maker
Member of the Sunshine Ordinance Task Force	The Clerk of the Board or the Ethics Commission
Clerk employee	Clerk of the Board

BOS SIA 26

**III. C. Advance Written Determination:  
The process**


- ⊙ The decision-maker must respond in writing to the requestor, by mail, email, personal delivery, or other reliable means.



SIA template language 27

**III. C. Advance Written Determination:**


- ⊙ AWD requests and written determinations, including approvals and denials, are public records to the extent permitted by law.
- ⊙ AWD may be revoked.



SIA template language 28

**IV. Restrictions on Use of City Resources,  
City Work-Product and Prestige**


- A. Use of City Resources
- B. Use of City Work-Product
- C. Use of Prestige of the Office



SIA template language 29


**IV. A. Restrictions on use of City resources**

- ⊙ You may NOT use City resources, such as letterhead, personnel, telephones, computers, copiers and email, for any non-City purpose.



SIA template language 30

### IV. B. Use of City Work Product




Use or sell any non-public City work product

SIA template language 31

### IV.C. Restrictions on Use of Prestige of the Office

You may NOT use your City title or designation in any communication for any private gain or advantage.

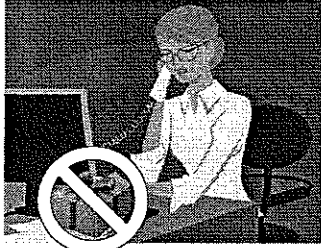
1. using City business cards
2. using City letterhead, title or e-mail
3. holding yourself out as a representative of the department without authorization



SIA template language 32

### V. Prohibition on Gifts for Assistance with City Services

No gifts for doing your job!




SIA template language 33

### Prohibition on Gifts for Assistance with City Services: Exceptions

☉ Gifts, other than cash, with an aggregate value of \$25 or less per occasion  $\leq$  \$25 per occasion

and


☉ Gifts such as food and drink, without regard to value, to be shared in the office among officers or employees.



SIA 34

### Prohibition on Gifts for Assistance with City Services: Exceptions


☉ You may accept a bona fide award, or free admission to a testimonial dinner or similar event, to recognize exceptional service by you. Such awards are subject to the limitation on gifts imposed by the Political Reform Act and local law.



SIA template language 35

### General Gift Rules: SEI filer

☉ You may not receive gifts equal to or greater than \$390 from any source that you must report.



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### Ban on Gifts from Restricted Sources

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#### What is a Restricted Source?

1. Any person doing business or seeking to do business with **your department**
2. Any person who during the prior 12 months knowingly attempted to influence **you** in any legislative or administrative action

Regulation 3.126 (b)-5 37

### Ban on Gifts from Restricted Sources

#### Definition of Person

⊙ "person" means any:

- Individual
- Partnership
- Corporation
- Association
- Firm
- Committee
- Club
- Other organization or group of persons

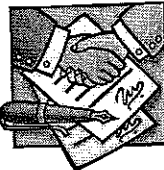
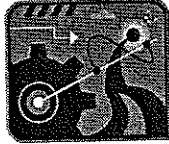
Regulation 3.216(b)-4 38

### Ban on Gifts from Restricted Sources

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#### "Doing business with your department"


⊙ ...means entering into and performing under a contract with your department.

Regulation 3.216(b)-1 39

### Ban on Gifts from Restricted Sources

#### "Attempted to influence" includes...



...any communication made for the purpose of:

- ⊙ Supporting
- ⊙ Promoting
- ⊙ Influencing
- ⊙ Modifying
- ⊙ Opposing
- ⊙ Delaying
- ⊙ Advancing

...a governmental decision.

Regulation 3.216(b)-2 40

### Ban on Gifts from Restricted Sources: Exceptions


≤ \$25 per occasion



limited to ≤ 4 times a year

C&GCC § 3.216 (b)-5 41

### Prohibition on Bribery



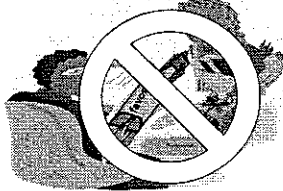
⊙ You may NOT offer or make and you may not accept, any gift with the intent that you or anyone else will be influenced thereby in the performance of any official act.

C&GCC § 3.216 (a) 42



**NO GIFTS FOR REFERRALS**

No gifts for referring a member of the public to a particular person or entity for advice, service, or product related to the processes of the City.

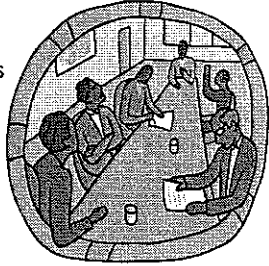


C&GCC § 3.226

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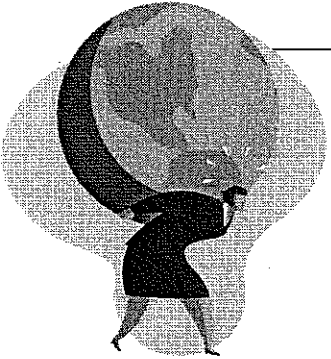
**VI. Amendment of SIA**

An SIA may be amended if it is approved by the Ethics Commission and the City has satisfied the meet and confer obligations of State law and the collective bargaining agreement.



SIA template language


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- Obligations
- Enforcement
- Penalties

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**OBLIGATIONS OF OFFICERS AND EMPLOYEES**



- Cooperate and Assist in Enforcement and Investigations.
- Do Not File False Charges.
- Do Not Assist Others in Violating Ethics Laws.

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**What is an enforcement investigation?**

- The Ethics Commission can investigate and prosecute violation of ethics laws.
- The City Attorney can bring a civil case on the matter.
- The District Attorney can initiate criminal proceedings.

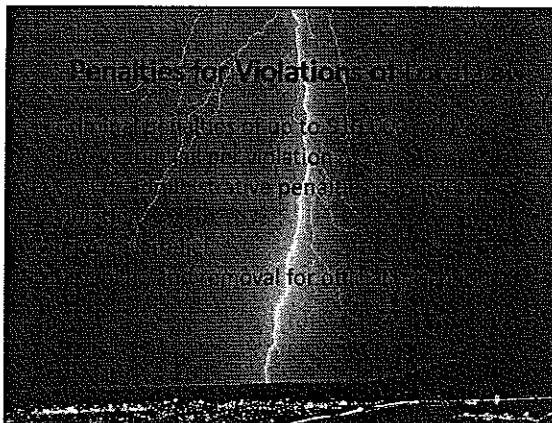
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**Penalties for Violations of Ethics Laws**

● Civil Penalties: Up to \$1,000 for each violation.

● Criminal Penalties: Up to 6 months in jail and a fine of up to \$1,000 for each violation.

● Removal for official duties.



Board of Supervisors Statement of Incompatible  
Activities Training for SOTF

**Questions?**

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Ethics Commission  
25 Van Ness Avenue, Suite 220  
San Francisco, CA 94102  
ethics.commission@sfgov.org

415.252.3100

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### Participant Feedback Worksheet

Date Tuesday, October 28, 2008 3:30 PM to 4:30 PM	Workshop Title Board of Supervisors SIA Training for SOTF	Instructor/Facilitator Judy Chang, Training Officer
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How would you evaluate:	Fair		Average		Excellent
1. Workshop as a whole.	1	2	3	4	5
2. Overall effectiveness of the presenter.	1	2	3	4	5
3. Value of the content.	1	2	3	4	5
4. Opportunity to ask questions.	1	2	3	4	5
5. Use of visual aids such as charts or a slide show.	1	2	3	4	5
6. Quality of handouts.	1	2	3	4	5
7. Relevance of this workshop to your job.	1	2	3	4	5
8. Facility.	1	2	3	4	5

9. How likely is it that you would recommend this workshop to a friend or colleague?

Not at all likely

Extremely Likely

10. Are there any big problems with this workshop?  Yes  No

If yes, please specify the issues.

11. What did you like most about this workshop?

12. What workshops would you like to see offered in the future?

Other Comments:

**SAN FRANCISCO BOARD OF SUPERVISORS, CLERK OF THE BOARD, YOUTH  
COMMISSION AND SUNSHINE ORDINANCE TASK FORCE  
STATEMENT OF INCOMPATIBLE ACTIVITIES**

**I. INTRODUCTION**

This Statement of Incompatible Activities is intended to guide officers and employees of the San Francisco Board of Supervisors ("Board"), the Youth Commission ("Youth Commission") and Sunshine Ordinance Task Force ("Task Force"), as well as the Clerk of the Board of Supervisors ("the Clerk or the Clerk of the Board") about the kinds of activities that are incompatible with their public duties and therefore prohibited. For the purposes of this Statement, and except where otherwise provided, "officer" shall mean the Clerk of the Board and members of the Board, the Youth Commission and the Task Force; and "employee" shall mean all employees of the Clerk of the Board, including Clerk employees serving as aides to members of the Board of Supervisors and Clerk employees assigned to assist the Youth Commission or the Task Force.

This Statement is adopted under the provisions of San Francisco Campaign & Governmental Conduct Code ("C&GC Code") section 3.218. Engaging in the activities that are prohibited by this Statement may subject an officer or employee to discipline, up to and including possible termination of employment or removal from office, as well as to monetary fines and penalties. (C&GC Code § 3.242; Charter § 15.105.) Before an officer or employee is subjected to discipline or penalties for violation of this Statement, the officer or employee will have an opportunity to explain why the activity should not be deemed to be incompatible with his or her City duties. (C&GC Code § 3.218.) Nothing in this document shall modify or reduce any due process rights provided pursuant to the officer's or employee's collective bargaining agreement.

In addition to this Statement, officers and employees are subject to Board policies and State and local laws and rules governing the conduct of public officers and employees, including but not limited to:

- Political Reform Act, California Government Code § 87100 *et seq.*;
- California Government Code § 1090;
- San Francisco Charter;
- San Francisco Campaign and Governmental Conduct Code;
- San Francisco Sunshine Ordinance; and
- Applicable Civil Service Rules.

Nothing in this Statement shall exempt any officer or employee from applicable provisions of law, or limit his or her liability for violations of law. Examples provided in this Statement are for illustration purposes only, and are not intended to limit application of this Statement. Nothing in this Statement shall interfere with the rights of employees under a collective bargaining agreement or Memorandum of Understanding applicable to that employee.

Nothing in this Statement shall be construed to prohibit or discourage any City officer or employee from bringing to the City's and/or public's attention matters of actual or perceived malfeasance or misappropriation in the conduct of City business, or from filing a complaint alleging that a City officer or employee has engaged in improper governmental activity by violating local campaign finance, lobbying, conflicts of interest or governmental ethics laws, regulations or rules; violating the California Penal Code by misusing City resources; creating a specified and substantial danger to public health or safety by failing to perform duties

*San Francisco Board of Supervisors Letterhead*

required by the officer or employee's City position; or abusing his or her City position to advance a private interest.

No amendment to any Statement of Incompatible Activities shall become operative until the City and County has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

If an employee has questions about this Statement, the questions should be directed to the employee's supervisor or to the Clerk of the Board. Similarly, questions about other applicable laws governing the conduct of public employees should be directed to the employee's supervisor or the Clerk, although the supervisor or Clerk may determine that the question must be addressed to the Ethics Commission or City Attorney. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

If the Clerk has questions about this Statement, the questions should be directed to the Ethics Commission or the City Attorney.

If any other officer has questions about this Statement, the questions should be directed to the officer's appointing authority, the Ethics Commission, or the City Attorney.

**II. MISSION OF THE BOARD OF SUPERVISORS, THE CLERK OF THE BOARD OF SUPERVISORS, THE YOUTH COMMISSION, AND THE SUNSHINE ORDINANCE TASK FORCE**

*The Board of Supervisors is the legislative body for the City and County of San Francisco. The Board consists of eleven members elected by district. The mission of the Board is to respond to the needs of the people of the City and County of San Francisco, establish City policies, and adopt ordinances and resolutions, including oversight of the City's budget. (S.F. Charter, Article II.)*

*The Clerk of the Board of Supervisors has charge of the office and records of the Board and its committees, and keeps a public record of Board proceedings and all ordinances and resolutions. The Clerk serves the Board by providing leadership and administrative support, implementing Board policies, and providing quality services to the people of the City and County of San Francisco. (S.F. Charter § 2.117.)*

*The Youth Commission, which operates under the jurisdiction of the Board, advises the Board and Mayor on issues relating to children and youth. (S.F. Charter §§ 4.122 – 4.125.)*

*The Sunshine Ordinance Task Force advises the Board and City Departments on issues relating to open meeting laws and public records laws, including San Francisco's Sunshine Ordinance and California's Public Records Act and Brown Act. (S.F. Administrative Code Chapter 67.)*

**III. RESTRICTIONS ON INCOMPATIBLE ACTIVITIES**

This section prohibits outside activities, including self-employment, that are incompatible with the missions of the Board of Supervisors and the Clerk of the Board of Supervisors, the Youth Commission and Sunshine Ordinance Task Force. Under subsection C, an officer or employee may seek an advance written determination whether a proposed outside activity is incompatible and therefore prohibited by this Statement. Outside activities other than those expressly identified here may be determined to be incompatible and therefore prohibited. For

an advance written determination request from an employee, if the Clerk of the Board delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the Clerk of the Board.

**A. RESTRICTIONS THAT APPLY TO OFFICERS AND EMPLOYEES**

**1. ACTIVITIES THAT CONFLICT WITH OFFICIAL DUTIES**

No officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that conflicts with his or her City duties. An outside activity conflicts with City duties when the ability of the officer or employee to perform the duties of his or her City position is materially impaired. Outside activities that materially impair the ability of an officer or employee to perform his or her City duties include, but are not limited to, activities that disqualify the officer or employee from City assignments or responsibilities on a regular basis. Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

*No employee or officer may be a registered lobbyist (as defined in the San Francisco Campaign and Governmental Conduct Code), or provide services in exchange for compensation from such a registered lobbyist.*

**2. ACTIVITIES WITH EXCESSIVE TIME DEMANDS**

Neither the Clerk nor any employee may engage in outside activity (regardless of whether the activity is compensated) that would cause the Clerk or employee to be absent from his or her assignments on a regular basis, or otherwise require a time commitment that is demonstrated to interfere with the Clerk's or employee's performance of his or her City duties.

*Example.* An employee who works at the Board, Clerk of the Board, Youth Commission, or Task Force's front desk answering questions from the public wants to take time off every Tuesday and Thursday from 2:00 to 5:00 to coach soccer. Because the employee's duties require the employee to be at the Board's front desk during regular business hours, and because this outside activity would require the employee to be absent from the office during regular business hours on a regular basis, the Clerk or his/her designee may, pursuant to subsection C, determine that the employee may not engage in this activity.

**3. ACTIVITIES THAT ARE SUBJECT TO REVIEW BY THE BOARD, THE CLERK OF THE BOARD, THE YOUTH COMMISSION OR THE TASK FORCE**

Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, no officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that is subject to the control, inspection, review, audit or enforcement of the Board, Clerk of the Board, Youth Commission or Task Force. In addition to any activity permitted pursuant to subsection C, nothing in this subsection prohibits the following activities: appearing before the Board, the Clerk of the Board, Youth Commission, or Task Force on behalf of oneself; filing or otherwise pursuing claims against the City on one's own behalf; running for City elective office; or making a public records disclosure request pursuant to the Sunshine Ordinance or Public Records Act. Unless (a) otherwise noted in this section or (b) an advance

written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

Assistance in Responding to City Bids, RFQs and RFPs. No officer or employee may knowingly provide selective assistance (i.e., assistance that is not generally available to all competitors) to individuals or entities in a manner that confers a competitive advantage on a bidder or proposer who is competing for a City contract. Nothing in this Statement prohibits an officer or employee from providing general information about a bid for a City contract, a Board Request for Qualifications or Request for Proposals or corresponding application process that is available to any member of the public. Nothing in this Statement prohibits an officer or employee from speaking to or meeting with individual applicants regarding the individual's application, provided that such assistance is provided on an impartial basis to all applicants who request it.

**B. RESTRICTIONS THAT APPLY TO OFFICERS OR EMPLOYEES IN SPECIFIED POSITIONS**

In addition to the restrictions that apply to all officers and employees of the Board, Clerk, Commission, or Task Force, unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this for individual officers and employees holding specific positions.

**1. MEMBERS OF THE SUNSHINE ORDINANCE TASK FORCE AND CLERK EMPLOYEES ASSISTING THE TASK FORCE**

*Unless otherwise expressly permitted by state or local law and regulation, no officer or employee may assist, advise or represent other persons or entities concerning Sunshine Ordinance complaints or concerning matters that may appear before the Task Force, regardless of whether the activity is compensated. Nothing in this section prohibits an officer or employee from providing factual information or, as part of the officer's or employee's duties, information about City laws, rules and procedures if that information is available to all members of the public.*

**C. ADVANCE WRITTEN DETERMINATION**

As set forth below, an employee of the Clerk who is an aide to a member of the Board of Supervisors, all other employees of the Clerk, the Clerk, or a member of the Board of Supervisors may seek an advance written determination whether a proposed outside activity conflicts with the mission of the Board, Clerk of the Board, Youth Commission, or Task Force, imposes excessive time demands, is subject to review by the Board, Clerk of the Board, Youth Commission or Task Force, or is otherwise incompatible and therefore prohibited by section III of this Statement. For the purposes of this section, an employee or other person seeking an advance written determination shall be called "the requestor"; the individual or entity that provides an advance written determination shall be called "the decision-maker."

**1. PURPOSE**

This subsection permits an officer or employee to seek an advance written determination regarding his or her obligations under subsections A or B of this section. A written determination by the decision-maker that an activity is not incompatible under subsection A or B provides the requestor immunity from any subsequent enforcement action for a violation of

*San Francisco Board of Supervisors Letterhead*

this Statement if the material facts are as presented in the requestor's written submission. A written determination cannot exempt the requestor from any applicable law.

If an individual has not requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement.

Similarly, if an individual has requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement if:

- (a) the requestor is an *employee* who has not received a determination under subsection C from the decision-maker, and 20 working days have not yet elapsed since the request was made; or
- (b) the requestor is an *officer* who has not received a determination under subsection C from the decision-maker; or
- (c) the requestor has received a determination under subsection C that an activity is incompatible.

In addition to the advance written determination process set forth below, the San Francisco Charter also permits any person to seek a written opinion from the Ethics Commission with respect to that person's duties under provisions of the Charter or any City ordinance relating to conflicts of interest and governmental ethics. Any person who acts in good faith on an opinion issued by the Commission and concurred in by the City Attorney and District Attorney is immune from criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request. Nothing in this subsection precludes a person from requesting a written opinion from the Ethics Commission regarding that person's duties under this Statement.

## **2. THE DECISION-MAKER**

**Decision-maker for request by an employee of the Clerk of the Board who is an aide to a member of the Board of Supervisors:** An employee who is an aide to a member of the Board of Supervisors may seek an advance written determination from the Supervisor for whom he or she is an aide. The Supervisor or his or her designee will be deemed the decision-maker for the aide's request.

**Decision-maker for request by an employee of the Clerk of the Board:** An employee of the Clerk of the Board may seek an advance written determination from the Clerk or his or her designee. The Clerk or his or her designee will be deemed the decision-maker for the employee's request.

**Decision-maker for request by the Clerk:** The Clerk may seek an advance written determination from the President of the Board of Supervisors. The President of the Board of Supervisors will be deemed the decision-maker for the Clerk's request.

**Decision-maker for request by a member of the Youth Commission:** A member of the Youth Commission may seek an advance written determination from his or her appointing authority. The appointing authority will be deemed the decision-maker for the member's request.



Decision-maker for request by a member of the Sunshine Ordinance Task Force: A member of the Task Force may seek an advance written determination from the Clerk of the Board or the Ethics Commission. The Clerk of the Board or Ethics Commission will be deemed the decision-maker for the member's request.

Decision-maker for request by a member of the Board of Supervisors: A member of the Board of Supervisors may seek an advance written determination from the Ethics Commission. The Ethics Commission will be deemed the decision-maker for the elected official's request.

### **3. THE PROCESS**

The requestor must provide, in writing, a description of the proposed activity and an explanation of why the activity is not incompatible under this Statement. The written material must describe the proposed activity in sufficient detail for the decision-maker to make a fully informed determination whether it is incompatible under this Statement.

When making a determination under this subsection, the decision-maker may consider any relevant factors including, but not limited to, the impact on the requestor's ability to perform his or her job, the impact upon the Board, Clerk of the Board, Youth Commission, or Task Force as a whole, compliance with applicable laws and rules and the spirit and intent of this Statement. The decision-maker shall consider all relevant written materials submitted by the requestor. The decision-maker shall also consider whether the written material provided by the requestor is sufficiently specific and detailed to enable the decision-maker to make a fully informed determination. The decision-maker may request additional information from the requestor if the decision-maker deems such information necessary. For an advance written determination request from an employee, if the Clerk delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the Clerk.

The decision-maker shall respond to the request by providing a written determination to the requestor by mail, email, personal delivery, or other reliable means. For a request by an employee, the decision-maker shall provide the determination within a reasonable period of time depending on the circumstances and the complexity of the request, but not later than 20 working days from the date of the request. If the decision-maker does not provide a written determination to the employee within 20 working days from the date of the employee's request, the proposed activity will be determined not to violate this Statement.

The decision-maker may revoke the determination at any time based on changed facts or circumstances or other good cause, by providing advance written notice to the requestor. The written notice shall specify the changed facts or circumstances or other good cause that warrants revocation of the advance written determination.

### **4. DETERMINATIONS ARE PUBLIC RECORDS**

To assure that these rules are enforced equally, requests for advance written determinations and written determinations, including approvals and denials, are public records to the extent permitted by law.

## **IV. RESTRICTIONS ON USE OF CITY RESOURCES, CITY WORK-PRODUCT AND PRESTIGE**

### **A. USE OF CITY RESOURCES**

No officer or employee may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No officer or employee may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use City facilities, equipment or resources, as defined herein.

*Example.* An officer or employee may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Nothing in this Statement shall exempt any officer or employee from complying with more restrictive policies of the Board, Clerk of the Board, Youth Commission, or Task Force regarding use of City resources, including, without limitation, the Board, Clerk of the Board, Youth Commission or Task Force's e-mail policy.

#### **B. USE OF CITY WORK-PRODUCT**

No officer or employee may, in exchange for anything of value and without appropriate authorization, sell, publish or otherwise use any non-public materials that were prepared on City time or while using City facilities, property (including without limitation, intellectual property), equipment and/or materials. For the purpose of this prohibition, appropriate authorization includes authorization granted by law, including the Sunshine Ordinance, California Public Records Act, the Ralph M. Brown Act as well as whistleblower and improper government activities provisions, or by a supervisor of the officer or employee, including but not limited to the officer or employee's appointing authority. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use public materials for collective bargaining agreement negotiations.

#### **C. USE OF PRESTIGE OF THE OFFICE**

No officer or employee may use his or her City title or designation in any communication for any private gain or advantage. The following activities are expressly prohibited by this section.

##### **1. USING CITY BUSINESS CARDS**

No officer or employee may use his or her City business cards for any purpose that may lead the recipient of the card to think that the officer or employee is acting in an official capacity when the officer or employee is not.

*Example.* An employee's friend is having a dispute with his new neighbor who is constructing a fence that the friend believes encroaches on his property. The friend invites the employee over to view the disputed fence. When the neighbor introduces herself, the employee should not hand the neighbor her

business card while suggesting that she could help resolve the dispute. Use of a City business card under these circumstances might lead a member of the public to believe that the employee was acting in an official capacity.

*Example.* An employee is at a party and runs into an old friend who has just moved to town. The friend suggests meeting for dinner and asks how to get in touch with the employee to set up a meeting time. The employee hands the friend the employee's business card and says that he can be reached at the number on the card. Use of a City business card under these circumstances would not lead a member of the public to believe that the employee was acting in an official capacity. Nor would use of the telephone to set up a meeting time constitute a misuse of resources under subsection A, above.

## **2. USING CITY LETTERHEAD, CITY TITLE, OR E-MAIL**

No officer or employee may use City letterhead, City title, City e-mail, or any other City resource, for any communication that may lead the recipient of the communication to think that the officer or employee is acting in an official capacity when the officer or employee is not. (Use of e-mail or letterhead in violation of this section could also violate subsection A of this section, which prohibits use of these resources for any non-City purpose.)

*Example.* An officer or employee is contesting a parking ticket. The officer or employee should not send a letter on City letterhead to the office that issued the ticket contesting the legal basis for the ticket.

## **3. HOLDING ONESELF OUT, WITHOUT AUTHORIZATION, AS A REPRESENTATIVE OF THE BOARD, CLERK OF THE BOARD, YOUTH COMMISSION OR TASK FORCE**

No officer or employee may hold himself or herself out as a representative of the Board, Clerk of the Board, Youth Commission or Task Force, or as an agent acting on behalf of the Board, Clerk of the Board, Youth Commission or Task Force, unless authorized to do so.

*Example.* An employee who lives in San Francisco wants to attend a public meeting of a Commission that is considering a land use matter that will affect the employee's neighborhood. The employee may attend the meeting and speak during public comment, but should make clear that he is speaking in his private capacity and not as a representative of the Board, Clerk of the Board, Youth Commission or Task Force.

## **V. PROHIBITION ON GIFTS FOR ASSISTANCE WITH CITY SERVICES**

State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503, C&GC Code §§ 3.1-101 and 3.216.) This section imposes additional limits by prohibiting an officer or employee from accepting any gift that is given in exchange for doing the officer's or employee's City job.

No officer or employee may receive or accept gifts from anyone other than the City for the performance of a specific service or act the officer or employee would be expected to render or perform in the regular course of his or her City duties; or for advice about the processes of the City directly related to the officer's or employee's duties and responsibilities, or the processes of the entity they serve.

*San Francisco Board of Supervisors Letterhead*

*Example.* A member of the public who regularly works with and receives assistance from the Board, Clerk of the Board, Youth Commission, or Task Force owns season tickets to the Giants and sends a pair of tickets to an employee of the Board, Clerk of the Board, Youth Commission, or Task Force in appreciation for the employee's work. Because the gift is given for the performance of a service the employee is expected to perform in the regular course of City duties, the employee is not permitted to accept the tickets.

*Example.* A member of the public requests assistance in resolving an issue or complaint that is related to the City and County of San Francisco, but that does not directly involve the Board, Clerk of the Board, Youth Commission or Task Force. The employee directs the member of the public to the appropriate department and officer to resolve the matter. The member of the public offers the employee a gift in appreciation for this assistance. The employee may not accept the gift, or anything of value from anyone other than the City, for providing this kind of assistance with City services.

As used in this Statement, the term gift has the same meaning as under the Political Reform Act, including the Act's exceptions to the gift limit. (See Gov't Code §§ 82028, 89503; 2 Cal. Code Regs. §§ 18940-18950.4.) For example, under the Act, a gift that, within 30 days of receipt, is returned, or donated by the officer or employee to a 501(c)(3) organization or federal, state or local government without the officer or employee taking a tax deduction for the donation, will not be deemed to have been accepted. In addition to the exceptions contained in the Act, nothing in this Statement shall preclude an employee's receipt of a bona fide award, or free admission to a testimonial dinner or similar event, to recognize exceptional service by that employee, and which is not provided in return for the rendering of service in a particular matter. Such awards are subject to the limitation on gifts imposed by the Political Reform Act and local law.

In addition, the following gifts are de minimis and therefore exempt from the restrictions on gifts imposed by section V of this Statement:

- i. Gifts, other than cash, with an aggregate value of \$25 or less per occasion; and
- ii. Gifts such as food and drink, without regard to value, to be shared in the office among officers or employees.

*Example.* A member of the public who regularly works with and receives assistance from the Board, Clerk of the Board, Youth Commission, or Task Force sends a \$15 basket of fruit to an employee as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the employee is expected to perform in the regular course of City duties, the employee may accept the fruit because the value is de minimis. (Because the reporting requirement is cumulative, an employee may be required to report even de minimis gifts on his or her Statement of Economic Interests if, over the course of a year, the gifts equal or exceed \$50.)

*Example.* A member of the public who regularly works with and receives assistance from the Board, Clerk of the Board, Youth Commission, or Task Force sends a \$150 basket of fruit to the Board, Clerk of the Board, Youth Commission, or Task Force as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the Board, Clerk of the Board, Youth Commission, or Task Force is expected to perform in the regular course

*San Francisco Board of Supervisors Letterhead*

of City duties, the Board, Clerk of the Board, Youth Commission, or Task Force may accept the fruit basket because it is a gift to the office to be shared among officers and employees.

**VI. AMENDMENT OF STATEMENT**

Once a Statement of Incompatible Activities is approved by the Ethics Commission, the Board, Clerk, Commission, or Task Force may, subject to the approval of the Ethics Commission, amend the Statement. (C&GC Code § 3.218(b).) In addition, the Ethics Commission may at any time amend the Statement on its own initiative. No Statement of Incompatible Activities or any amendment thereto shall become operative until the City and County of San Francisco has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

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