

**COUNTY OF LOS ANGELES
QUALITY AND PRODUCTIVITY COMMISSION**



Administrative Policy Manual

Policy No.: 13.0

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Distribution: Commissioners

SUBJECT: CONFLICT OF INTEREST

PURPOSE: To ensure that all official actions taken by members of the Quality and Productivity Commission are fair and impartial, and that such actions do not constitute a conflict of interest or an appearance of a conflict of interest with the goals and objectives of the Commission.

OBJECTIVES: To assure that members of the Quality and Productivity Commission maintain the highest standards of conduct and integrity, and that members do not participate in or attempt to influence any Commission decision in which he or she, or a member of his or her immediate family, has personal financial interest.

GOVERNANCE: Government Code, Section 87100, states: "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a government decision in which he knows or has reason to know he has a financial interest."

EXPECTATIONS: Examples of prohibitive behavior would include, but are not limited to:

1. Engaging in private employment or rendering services for private interests which may interfere with the proper discharge of official duties, or which give the appearance that independence of judgment or actions in the performance of official duties would be prejudicial.
2. Using official influence, insignia of office, or disclosing information, either confidential or not generally known or readily available to the public, concerning the business of the Commission for the purpose of furthering or influencing any private financial interest.
3. Appearing on behalf of or attempting to influence any department, agency, committee or official body of the County of Los Angeles for the benefit of any private financial interest, except for appearances as a member of the general public for self-representation on matters involving his or her personal interests.
4. Knowingly participating in any Quality and Productivity Commission decision that could affect his or her personal financial interest, except in cases where the decision is generally applicable to all or a significant portion of the public or Quality and Productivity Commissioners.
5. Soliciting or accepting, directly or indirectly any gift, gratuity, favor,

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discount not available to members of the public, entertainment, loan or other things of value, from any organization or individual doing business with the Commission.

PROCEDURES:

1. Filing of the "Acknowledgement of Conflict of Interest Information" upon appointment and reappointment by the Board of Supervisors.
2. Declare a "Conflict of Interest" prior to consideration by the Commission of any item in which the member has a personal financial interest.
3. Recuse oneself from the discussion and the vote on the item. (It is not necessary for the Commissioner to leave the room.)