



# ETHICS COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

JOHN ST. CROIX  
EXECUTIVE DIRECTOR

Date: February 26, 2010

To: Department Heads  
Members of Boards and Commissions

From: John St. Croix  
Executive Director

A handwritten signature in black ink, appearing to read "John St. Croix".

Re: Notice of Statement of Incompatible Activities

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By April 1 of each year, each department, board, commission or agency must annually provide to its officers and employees a copy of its Statement of Incompatible Activities (SIA). Departments, boards, commissions and agencies may satisfy this requirement by doing all three of the following:

- (1) Posting the SIA on the department, board, commission or agency's web page;
- (2) Posting the SIA within the department, board, commission or agency's offices in the same place that other legal notices are posted; and
- (3) Either distributing a paper copy of the SIA to each officer or employee or distributing an electronic copy of the SIA to each officer or employee either (a) by sending an email that contains the SIA to each officer or employee, or (b) if the department, board, commission or agency does not have the officer's or employee's email address, by providing a handout to the officer or employee that references the SIA, provides the address of the SIA on the website of the department, board, commission or agency or the Ethics Commission, and directs the officer or employee to review the SIA in its entirety. Ethics Commission Regulation 3.218-2.

All of the SIAs are posted on the Ethics Commission's website at [www.sfgov.org/ethics](http://www.sfgov.org/ethics). As you know, the SIAs of all departments, boards, commissions and agencies became effective on October 8, 2008. The Ethics Commission has been providing live and web video training on the SIAs upon request—if you are interested, please contact Judy Chang, the Commission's training officer, at [judy.chang@sfgov.org](mailto:judy.chang@sfgov.org).

Please do not hesitate to let us know if you have questions.

S:\Conflicts of Interest\Incompatibility Statements\misc\mem to departments re 4.1 notice 2.10.doc