



SAN FRANCISCO ETHICS COMMISSION

New to City Government?

- ◆ Do you know that you may have ethics obligations to fulfill within 30 days of your appointment?
- ◆ Individuals in certain City positions are required to file public economic interest statements and take Ethics and Sunshine Ordinance trainings to help keep government transparent and accountable.



What is a Statement of Economic Interests?

City officers and designated employees are required to disclose financial interests that may pose a potential conflict of interest with their participation in governmental decisions. They are required to file the Statement of Economic Interests (Fair Political Practices Commission Form 700) within 30 days of assuming office, annually thereafter (by April 1), and within 30 days of leaving office.

What are Ethics and Sunshine trainings?

Elected officials, department heads, and board and commission members are required to file the Sunshine Ordinance Declaration within 30 days of assuming office, indicating that they have read and have been or will be trained on the Sunshine Ordinance. They are also required to complete Ethics training within one year of assuming office and every two years thereafter.



Contact your supervisor to determine if your position is identified in your department's conflict of interest code as one required to file Form 700



*Visit **SFETHICS.ORG** to access forms, instructions, and online resources*



*Questions? Contact **(415) 252-3100** or **ethics.commission@sfgov.org***

The Ethics Commission serves the public, City employees and officials, and local candidates through education and enforcement of governmental ethics laws, including public information, reports and advice; campaign disclosure and economic interests filings; lobbyist and campaign consultant registration and reporting; public financing for City campaigns; audits, investigations and enforcement. As part of its duty to promote governmental accountability, the Ethics Commission provides information and guidance to City employees and officials, the public, and others to help them understand and comply with their responsibilities under the law.

The Ethics Commission was established by San Francisco voters with passage of Proposition K on the November 1993 ballot. The Commission is comprised of five members, one each appointed by the Mayor, the Board of Supervisors, the Assessor-Recorder, the City Attorney, and the District Attorney.

The Commission holds its regular public meetings on the fourth Monday of each month at 5:30 P.M. in City Hall, 1 Dr. Carlton B. Goodlett Place. Meeting materials are available at sfethics.org.

Visit sfethics.org

- ◆ Learn about City laws and compliance information
- ◆ Access forms and instructions
- ◆ View disclosures filed by City officials, campaign committees, lobbyists, and major developers
- ◆ Follow ethics policy initiatives and news
- ◆ Subscribe to our mailing list to stay informed

Want to learn more about ethics in practice?

Providing guidance to City employees and officials about ethics in government, including how to avoid potential conflicts of interests, is a core function of the Ethics Commission. The Commission provides information and support through online resources, publications, trainings, formal opinions, and informal advice. As a new employee or City official, you may be interested to learn more about topics such as:



Gift limits and reporting requirements for gifts, such as tickets, passes, and travel



Protection for whistleblowers from retaliation



Activities that are incompatible with your public duties



Restrictions on participation in political activities and the use of public resources

Feel free to contact the Ethics Commission if you have questions or need guidance on these or any other topics.

San Francisco Ethics Commission

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