

Ethics Commission Regulation 15.102-1:

(a) All City Officials, Department Heads and employees who are required to file an annual Statement of Economic Interests with the Ethics Commission must, annually:

1. Complete the ethics training required by California Government Code Section 53235.
2. Certify completion of the ethics training requirement by the following dates:
 - A. Each City official, department head or employee shall file a declaration within 30 days of the date he or she is sworn in or assumes employment;
 - B. Each official, department head or employee shall file a declaration annually by April 1. An official, department head or employee who assumed office between October 1 and March 30 and timely filed a declaration under Subsection (b)(1) shall not be required to file a declaration on the April 1 immediately following assumption of office.
 - C. If a filing deadline listed in this regulation falls on a Saturday, Sunday or official City holiday, the deadline shall be extended to the next regular business day.

(b). A declaration required by California Government Code § 53225 must be filed in a manner prescribed by the Ethics Commission.

Sunshine Ordinance Regulation 67.33-1

(a). All City Officials, Department Heads and employees who are required to file an annual Statement of Economic Interests with the Ethics Commission must, annually:

1. Complete the Sunshine Ordinance training required by San Francisco Administrative Code Section 67.33.
2. Certify completion of the sunshine training requirement by the following dates:
 - A. Each City official, department head or employee shall file a declaration within 30 days of the date he or she is sworn in or assumes employment;
 - B. Each official, department head or employee shall file a declaration annually by April 1. An official, department head or employee who assumed office between October 1 and March 30 and timely filed a declaration under Subsection (b)(1) shall not be required to file a declaration on the April 1 immediately following assumption of office.
 - C. If a filing deadline listed in this regulation falls on a Saturday, Sunday or official City holiday, the deadline shall be extended to the next regular business day.

(b). A declaration required by Administrative Code Section 67.33 must be filed in a manner prescribed by the Ethics Commission.

Existing Regulations

ETHICS

Ethics Commission Regulation 15.102-1:

- (a) All City officers who are required to file an annual Statement of Economic Interests with the Ethics Commission must:
3. Receive ethics training under California Government Code section 53235 (AB 1234) within one year of assuming office and again with two years of the prior training;
 4. File a signed declaration with the Ethics Commission stating that they are in compliance with the ethics training requirement.
- (b) A declaration showing compliance with the ethics training requirement shall be filed with the Ethics Commission within 30 days of completion of the training.
- (c) A declaration showing compliance with the ethics training requirement must be filed on a form issued by the Ethics Commission.
1. A City officer may submit a signed declaration in person, by mail or facsimile, or as a PDF attachment to an email.
 2. The signed declaration shall be deemed to be timely filed if it is postmarked by the filing deadline or the facsimile copy, email attachment, or electronic filing is received by the filing deadline. A declaration submitted by facsimile, email, or electronic filing need not be followed up by an original paper version.
 3. If the Commission implements a system for electronic filing of the declaration, it shall prescribe the manner in which the declaration may be filed. In its discretion, the Commission may require that the declaration be submitted using only the Commission's electronic filing system.

SUNSHINE

Sunshine Ordinance Regulation 67.33-1

- a. All City Officials, Department Heads and employees who are required to file an annual Statement of Economic Interests with the Ethics Commission must annually:
1. Read the San Francisco Sunshine Ordinance;
 2. Attend a training session on the Sunshine Ordinance; and
 3. File a signed declaration with the Ethics Commission stating, under penalty of perjury, that they have read the San Francisco Sunshine Ordinance; and that they have attended or will attend when next offered, an annual training session on the Sunshine Ordinance.
- b. A declaration required by Administrative Code Section 67.33 shall be filed with the Ethics Commission by the following dates:
4. Each City official, department head or employee shall file a declaration within 30 days of the date he or she is sworn in or assumes employment;
 5. Each official, department head or employee shall file a declaration annually by April 1. An official, department head or employee who assumed office between October 1 and March 30 and timely filed a declaration under Subsection (b)(1) shall not be required to file a declaration on the April 1 immediately following assumption of office.
 6. If a filing deadline listed in this regulation falls on a Saturday, Sunday or official City holiday, the deadline shall be extended to the next regular business day.

c. A declaration required by Administrative Code Section 67.33 must be filed on a form issued by the Ethics Commission. Forms are available on the Ethics Commission's website.

d. A City official, department head or employee may submit a signed declaration in person, by mail or facsimile, or as a PDF attachment to an email. The signed declaration shall be deemed to be timely filed if it is postmarked by the filing deadline or the facsimile copy, email attachment, or electronic filing is received by the filing deadline. A declaration submitted by facsimile, email, or electronic filing need not be followed up by an original paper version. If the Commission implements a system for electronic filing of the declaration, it shall prescribe the manner in which the declaration may be filed. In its discretion, the Commission may require that the declaration be submitted using only the Commission's electronic filing system.