

Conflict of Interest Code
of the
OFFICE OF COUNTY COUNSEL

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations section 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated reference into the Office of County Counsel ("Agency") Conflict of Interest Code. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this Agency.

Place of Filing of Statements of Economic Interests

All officials, employees, and designated positions, except for the County Counsel¹, required to submit a Statement of Economic Interests ("Statement") shall file their Statements with the Agency head, or their designee. The Agency shall retain the originals of Statements for all designated positions named in the Agency's conflict of interest code. All retained Statements, original or copied, shall be available for public inspection and reproduction (Government Code section 81008).

¹ The County Counsel is required to file pursuant to Government Code section 87200 *et seq.*, and is, therefore, not included in the list of designated positions for this department. All Statements filed by the County Counsel must be filed with the Fair Political Practices Commission using their electronic filing system.

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EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the Agency and associated with the job assignment of designated positions assigned to this disclosure category.

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EXHIBIT "B"

<u>Designated Position</u>	<u>Disclosure Categories</u>
Chief Deputy County Counsel	1, 2, 3
Chief Legislative Counsel	1, 2, 3
Litigation Cost Manager, County Counsel	1, 2, 3
Senior Assistant County Counsel	1, 2, 3
Assistant County Counsel	1, 2, 3
Senior Deputy County Counsel	1, 2, 3
Deputy County Counsel	1, 2, 3
Senior Associate County Counsel	1, 2, 3
Associate County Counsel	1, 2, 3
Administrative Deputy II	1, 2, 3
Social Justice Counsel	1, 2, 3
Head, Administrative Systems, County Counsel	4
Administrative Services Manager II	4
Administrative Services Manager I	4
Departmental Finance Manager II	4
Departmental Human Resources Manager II	2, 3
Director of Technology and Business Solutions	4
Departmental Information Security Officer I	4
Departmental Chief Information Officer I	4

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EXHIBIT "B"

<u>Designated Position</u>	<u>Disclosure Categories</u>
Law Librarian, County Counsel	4
Management Specialist, County Counsel	4
Information Technology Manager I	4
Information Technology Specialist II	4
Consultants/New Positions*	

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The County Counsel or their designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and based upon that description, a statement of the extent of disclosure requirements. The County Counsel or their designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Government Code section 81008).

An individual who performs under contract the identical duties of any designated position shall be required to file a Statement disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE: 12/10/2025