

# Town of Halcott

## Code of Ethics

### Adopted, February 8, 2010

#### PURPOSE AND SCOPE.

This Code, which replaces any former code that may have been adopted by the Town, is enacted pursuant to Article 18 of the General Municipal Law and in recognition of the policy of the State of New York and to maintain the highest standards of integrity in the public service. Specifically, this Code has as a major purpose the establishment of standards of conduct appropriate for Town of Halcott officials. At the same time it is an equally important purpose of this Code to protect officers of the Town against insubstantial or unfounded allegations of violations arising out of the reasonable performance of their duties.

#### STANDARDS OF CONDUCT.

Every Town Official and employee of the Town of Halcott shall be subject to and abide by the following standards of conduct:

1. **Course of conduct:** Town officials and employees should endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of their trust. They should not use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or for others. They should not by any conduct give reasonable basis for the impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties or that they are affected by the kinship, position or influence of any party or person.
2. **Treatment of the public:** Town officials and employees shall treat all members of the public, whether a person, firm, corporation or other organization, with equal consideration and without special advantage.
3. **Confidential information:** Town officials and employees shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interest.
4. **Use of Town property:** Town officials and employees shall not directly or indirectly use or allow the use of property of any kind owned by the Town, including property leased to the Town, for other than official Town business or not-for-profit activities specifically authorized by the Town.
5. **Recusal:** Town officials shall promptly recuse themselves from acting on a matter before the Town, when such action or non-action may benefit themselves or give the reasonable appearance of a conflict of interest or impropriety. Whenever a Town official is required to recuse himself/herself, he/she must refrain from further participation in the matter.

6. **Gifts:** A Town official or employee shall not accept or solicit any gift valued over \$75.00, nor shall he/she accept or solicit under circumstances in which it could reasonably be inferred that the gift was intended to influence such Town official in the performance of his/her official duties or was intended to be an award for any official action on his/her part.
  
7. **Interests in conflict with official duties:** No Town official shall have an interest in any contract with the Town when such official has the power or duty to (a) negotiate, prepare, authorize or approve the contract or approve payment thereunder; or (b) audit bills or claims under the contract. The procedures listed below will be followed to provide adequate oversight in such situations:
  - a. Town Supervisor will accept a written request from the appropriate Department head for approval of work/services done by a Town official and a statement demonstrating that the work to be done will be less costly than if done outside the Town. When required, Department head will provide specific figures proving cost savings to Town. Such a request will be entered into the Town Minutes, together with any resolution adopted by the Town Board authorizing the work.
  - b. The Town official will recuse himself, by written declaration in a disclosure statement to be filed with the Town Clerk, from any decision-making concerning a contract in which he/she has an interest, so that he/she will have no oversight of his/her own services. A sample declaration is attached.

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Signature

Date

Declaration of Disclosure

“I \_\_\_\_\_ declare that I currently serve as \_\_\_\_\_ .  
(Name)

\_\_\_\_\_ has requested my services as follows:  
(Department Head)

\_\_\_\_\_ for the period of \_\_\_\_\_.

I will recuse myself from any decision to use my services, or from any review of my own invoices submitted to the Town.”