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# **CITY OF GLEN COVE**

## **CODE OF ETHICS**



**MAYOR TIMOTHY TENKE**

As Established by the Glen Cove City Council

And Distributed by the Department of Personnel, 9 Glen Street, Glen Cove, NY 11542

Compiled February 2012

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**Note: The content for this document was taken from Chapter 26 Article I of the City Code. Article II and Article III of Chapter 26 which refer respectively to the Board of Ethics and Financial Disclosure are not included herein. References to amendment dates have been removed for clarity.**

## **Chapter 26. ETHICS - Article I. Code of Ethics**

### **§ 26-1. Title.**

This chapter shall be known and may be cited as the "City of Glen Cove Code of Ethics."

### **§ 26-2. Purpose.**

Pursuant to the provisions of § 806 of the General Municipal Law, the City Council of the City of Glen Cove recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this chapter to promulgate these rules of ethical conduct for the officers, employees, and City consultants/independent contractors of the City of Glen Cove. These rules shall serve as a guide for official conduct of the officers, employees and City consultants/independent contractors of the City of Glen Cove. The rules of ethical conduct of this chapter as adopted shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers, employees and City consultants/independent contractors.

### **§ 26-3. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

#### **CITY CONSULTANT/INDEPENDENT CONTRACTOR**

A professional or personal service provider, whether an individual, entity, or agent/employee of an entity, that provides professional, technical, and/or other personal services to the City of Glen Cove, or any of its departments, boards or agencies, pursuant to a contract, agreement and/or any other remuneration arrangement.

#### **INTEREST**

A pecuniary or material benefit accruing to a municipal officer, employee and City consultants/independent contractors unless the context otherwise requires.

#### **MUNICIPAL OFFICER OR EMPLOYEE**

An officer or employee of the City of Glen Cove, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fire fighter or civil defense volunteer, except a chief or assistant chief.

**§ 26-4. Standards of conduct.**

Every municipal officer, employee and/or consultants/independent contractors of the City of Glen Cove shall be subject to and abide by the following standards of conduct:

- A.** Gifts. He, she or it shall not directly or indirectly solicit any gift, or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, her or it or could reasonably be expected to influence him, her or it, in the performance of his, her or its official duties or engagement or was intended as a reward for any official action on his, her or its part.
- B.** Confidential information. He, she or it shall not disclose confidential information acquired by him, her or it in the course of his, her or its official duties or engagement or use such information to further his, her or its personal interest.
- C.** Representation before one's own agency. He, she or it shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he, she or it is an officer, member or employee, or otherwise engaged, or of any municipal agency over which he, she or it has jurisdiction or to which he, she or it has the power to appoint any member, officer or employee.
- D.** Representation before any agency for a contingent fee. He, she or it shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the City of Glen Cove, whereby his, her or its compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E.** Disclosure of interest in legislation. To the extent that he or she knows thereof, a member of the City Council, any officer or employee, and City consultant/independent contractor of the City of Glen Cove, whether paid or unpaid, who participates in the discussion or gives official opinion to the City Council on any legislation before the City Council shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he, she or it has in such legislation.
- F.** Investments in conflict with official duties. He, she or it shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his or her official duties or engagement.
- G.** Private employment. He or she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
- H.** Future employment. He, she or it shall not, after the termination of service, employment, or engagement with such municipality, provide professional or personal services to a nonmunicipal party nor appear before any board or agency of the City of Glen Cove in relation or connection to any case, matter, proceeding or application in which he, she or it personally participated during the period of his, her or its service, employment or engagement or which was under his, her or its active consideration.

**§ 26-5. Personal claim not prohibited.**

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer, employee, or City consultant/independent contractor of any claim, account, demand or suit against the City of Glen Cove, or any agency thereof, on behalf of himself or herself or any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**§ 26-6. Distribution of Code of Ethics.**

The Mayor of the City of Glen Cove shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the City within 30 days after the effective date of this chapter. Each officer, employee, and City consultant/independent contractor elected, appointed, or engaged thereafter shall be furnished a copy before entering upon the duties of his, her or its office or employment or engagement.

**§ 26-7. Penalties for offenses.**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

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