

CITY OF LONG BEACH

ETHICS COMMISSION PRESENTATION



HUMAN RESOURCES & CIVIL SERVICE DEPARTMENTS

JULY 14, 2021

OVERVIEW

TOPICS TO BE COVERED:

- POLICIES GOVERNING ETHICS
- ETHICS ACKNOWLEDGMENT
- REPORTING ETHICS VIOLATIONS
- INVESTIGATIONS
- TYPES OF DISCIPLINE
- CIVIL SERVICE COMMISSION AUTHORITY

POLICIES GOVERNING ETHICS

FOLLOWING ARE EXAMPLES OF HOW ETHICS ARE GOVERNED IN THE CITY OF LONG BEACH:

- ETHICS GUIDE
- ADMINISTRATIVE REGULATIONS
- POLICIES AND PROCEDURES
- CIVIL SERVICE RULES AND REGULATIONS (CSRR)

EXAMPLES INCLUDE:

- ADMINISTRATIVE REGULATION 32.1 – APPOINTMENT OF IMMEDIATE FAMILY MEMBERS
- PERSONNEL POLICY 2.1 – DISCRIMINATION COMPLAINTS
- PERSONNEL POLICY 2.2 – UNLAWFUL HARASSMENT COMPLAINTS
- PERSONNEL POLICY 7.9 – WORKPLACE THREATS AND VIOLENCE
- CSRR ARTICLE VII SECTION 84 – CAUSES FOR SUSPENSION, DEMOTION, RELEASE OR DISCHARGE

ETHICS ACKNOWLEDGMENT

- EMPLOYEES REVIEW THE ETHICS GUIDE, AN ETHICS VIDEO, AND CITY POLICIES AS PART OF THE ELECTRONIC ONBOARDING PROCESS
- ACKNOWLEDGMENT OF REVIEW IS REQUIRED
- ACKNOWLEDGMENTS ARE PRINTED AND PLACED IN EMPLOYEE PERSONNEL FILES

REPORTING ETHICS VIOLATIONS

FOLLOWING ARE PATHWAYS FOR REPORTING ETHICS VIOLATIONS:

- CITY MANAGER'S OFFICE
- DEPARTMENT DIRECTOR
- CITY AUDITOR'S OFFICE
- ANONYMOUSLY VIA THE CITY AUDITOR'S FRAUD HOTLINE
- CITY ATTORNEY'S OFFICE
- HUMAN RESOURCES DEPARTMENT INCLUDING EEO OFFICE
- CIVIL SERVICE COMMISSION
- DEPARTMENT ADMINISTRATIVE OFFICERS

THESE PATHWAYS ARE AVAILABLE TO ALL EMPLOYEES INCLUDING THOSE IN NON-CITY MANAGER DEPARTMENTS

INVESTIGATIONS

- ALLEGED ETHICS VIOLATIONS ARE ROUTED TO THE MOST APPROPRIATE AUTHORITY FOR INVESTIGATION
- INVESTIGATIONS ARE CONDUCTED OR OVERSEEN BY AN INDIVIDUAL EXPERIENCED IN INVESTIGATIONS
- INVESTIGATIONS CAN BE CONDUCTED BY STAFF, MANAGEMENT, OR A CONTRACTED INVESTIGATOR
- INVESTIGATORS ARE ASSIGNED BY THE INVESTIGATING AUTHORITY
- INVESTIGATIVE PROTOCOLS VARY BY THE NATURE OF THE ALLEGED ETHICS VIOLATION
- INVESTIGATORS SERVE AS FACT-FINDERS AND DRAW CONCLUSIONS FROM THEIR INVESTIGATION
- CONCLUSIONS AND INFORMATION MAY BE PRESENTED VERBALLY OR IN WRITING AND MAY INCLUDE A WRITTEN REPORT
- MOST WRITTEN REPORTS ARE CONFIDENTIAL AND DISTRIBUTION IS LIMITED TO THOSE ON A “NEED TO KNOW” BASIS (I.E. HUMAN RESOURCES, CITY ATTORNEY’S OFFICE)

TYPES OF DISCIPLINE

FOLLOWING ARE EXAMPLES OF TYPES OF DISCIPLINE:

- LETTER OF REPRIMAND
- SUSPENSION
- DEMOTION
- TERMINATION

FOLLOWING ARE EXAMPLES OF MISCONDUCT THAT MAY RESULT IN DISCIPLINE:

- FAILURE TO MAINTAIN A CONDITION OF EMPLOYMENT (I.E. PROFESSIONAL LICENSE, DRIVER LICENSE, ETC.)
- VIOLATION OF CITY POLICY/PROCEDURE/RULE/REGULATION
- INSUBORDINATION
- NEGLIGENCE OF DUTY

THERE IS NOT A DISCIPLINARY MATRIX THAT IDENTIFIES SPECIFIC DISCIPLINARY ACTIONS FOR MISCONDUCT

CIVIL SERVICE COMMISSION AUTHORITY

EMPLOYEES HAVE A RIGHT TO APPEAL IMPOSED DISCIPLINE

ARTICLE VII, SECTIONS 75 -83 OF CIVIL SERVICE RULES AND REGULATIONS OUTLINES THE PROCESS

- SECTION 75 – LETTER OF CHARGES
- SECTION 76 – APPEAL PROCESS OUTLINED
- SECTION 83 – ORDERS OF THE COMMISSION AFTER HEARING IS CONCLUDED
 - A. SUSTAIN – ACCEPT THE DISCIPLINE IMPOSED
 - B. REDUCE – REDUCE THE DISCIPLINE IMPOSED
 - C. DENY – DO NOT ACCEPT THE DISCIPLINE IMPOSED

CIVIL SERVICE COMMISSION HEARINGS

CIVIL SERVICE COMMISSION HEARINGS 2017 – 2020

DISPOSITION	2017	2018	2019	2020	TOTAL
SUSTAINED	5	5	3	0	13
REDUCED	3	1	1	1	6
DENIED	0	0	2	1	3
TOTAL	8	6	6	2	22

THANK YOU