

SOCORRO COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION № 2012-89
ADOPTING A SOCORRO COUNTY CODE OF CONDUCT POLICY

WHEREAS, the Board of County Commissioners met in a regularly scheduled meeting on Tuesday, November 13, 2012 at 10:00 a.m. in the Socorro County Annex Building, 198 Neel Ave., Socorro, New Mexico; and,

WHEREAS, NMSA 1978, Section 3-18-1 provides that municipalities, and also counties pursuant to NMSA 1978, Section 4-37-1, have the power to “protect generally the property of its municipality and its inhabitants” and to “preserve peace and order”; and

WHEREAS, NMSA 1978, Section 4-38-18 declares that the Board of County Commissioners shall “have the care of the county property and the management of the interest of the county in all cases where no other provision is made by law”; and,

WHEREAS, the Board of County Commissioners of Socorro County has determined that to best protect the County’s citizens and it’s property it is necessary to ensure all County officials and employees adhere to a standardized code of ethical conduct; and,

WHEREAS, the objective of this policy is to have the force and effect of law to implement, interpret, or make policy as it applies to the internal operation of Socorro County Government.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Socorro County that:

The Board adopts the attached Code of Conduct Policy in order to define what constitutes ethical conduct when conducting County business and interactions, to outline standards employees must follow when conducting County business and serving the public, and to serve as a guideline for each department to develop their own code of conduct.

APPROVED, ADOPTED, AND PASSED on this 13th day of November, 2012.


BOARD OF COUNTY COMMISSIONERS



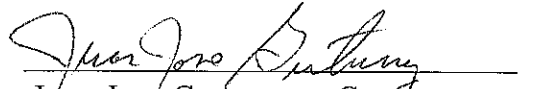
DANIEL P. MONETTE, CHAIRMAN
DISTRICT IV



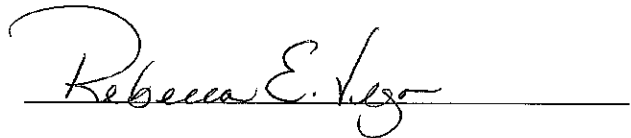
PAULINE JARAMILLO, VICE-CHAIR
DISTRICT IV


PHILLIP ANAYA, COMMISSIONER
DISTRICT III

Absent
RUMALDO J. GRIEGO, COMMISSIONER
DISTRICT II


JUAN JOSE GUTIERREZ, COMMISSIONER
DISTRICT V




REBECCA (BECKY) VEGA, COUNTY CLERK

1.0 Purpose

- A. The citizens of Socorro County have entrusted the officials and employees of Socorro County with the responsibility of ensuring that tax dollars which fund the services we provide are spent wisely. As County employees, the public is our employer. Our work and conduct are always subject to public scrutiny and approval. Our contacts with individual citizens will often be the basis upon which County government is judged.
- B. Each job with the County is important. Everyone in the County is, to a certain extent, depending upon us as we carry out our daily duties and responsibilities. They are relying upon us for honest, efficient and courteous service.
- C. Every well-run organization must have reasonable rules of conduct if it is to operate efficiently and effectively. The County Code of Conduct Policy is a reassertion of the fundamental values of human relationships-honesty, fairness, responsibility, accountability and individual behavior consistent with maintaining the public trust. In order to maintain that trust, we must comply with federal, state and local laws and County rules, regulations and policies which set the standards for a work environment which maximizes professionalism, productivity and efficiency of the County service.
- D. It is within this framework of cooperation, mutual understanding and service to the public that each employee and official of Socorro County complies with this Code of Conduct.

2.0 Introduction

- A. As a condition of employment, employees are required to comply with the provisions of the County Personnel Policy Manual, all County policies, all relevant laws, statutes, ordinances, and regulations, if applicable, governing employment with the County. This Code of Conduct, promulgated by the County Manager and approved by the Board of County Commissioners, shall further govern the conduct of employees and, if violated, shall be grounds for disciplinary action including, but not limited to, dismissal, demotion and/or suspension.
- B. This Code of Conduct is not intended to supersede or replace existing rules, regulations or County policies. Additionally, Elected Officials and Department Directors may promulgate, with review by the County Attorney and the approval of the County Manager, Codes of Conduct for employees in their departments which prescribe standards peculiar and appropriate to the function and purpose for which the department was created or exists. Departmental Codes of Conduct shall further govern the conduct of employees and, if violated, shall be grounds for disciplinary action including, but not limited to, dismissal, demotion and/or suspension.

3.0 Standards Of Conduct

- A. Employees shall in all instances maintain their conduct at the highest personal and professional standards in order to promote public confidence and trust in the County and public institutions and in a manner that merits the respect and cooperation of fellow

employees. Employees shall not use insulting, abusive or offensive language or actions toward the public or coworkers.

- B. Ethnic or sexist jokes, slurs and other comments that might embarrass or offend others are prohibited. Employees shall not harass others by making sexual advances or by creating an intimidating or offensive working environment or by making false accusations regarding such conduct. Display of visual materials that may be sexually or racially offensive is also prohibited.

4.0 Duty To The Public

- A. The County is a service institution. In carrying out their assigned duties and responsibilities, employees must always remember that their first obligation is to the general public. This obligation must be carried out within the framework of federal, state and local laws.
- B. Employees shall serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is the reason for their employment. Telephone calls, correspondence or other communications should be answered promptly or referred to appropriate individuals for timely action.
- C. It is recognized that it is not always possible to fulfill all of the requests of members of the public. However, employees are required to handle all requests and inquiries courteously, fairly, impartially, efficiently and effectively.

5.0 Equal Employment Opportunity

Employees shall comply with the provisions of Title VII of the United States Civil Rights of 1964, as amended, the State of New Mexico Human Rights Act. While not all inclusive, these laws legitimize the concept of merit, qualifications and performance in selection and career advancement and prohibit discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental handicap and Vietnam Era or disabled veteran status.

6.0 Professional Excellence

Employees are encouraged to strive for personal professional excellence as a means of keeping current on relevant issues and administering the public's business with professional competence, efficiency and effectiveness.

7.0 County Funds

Employees are personally accountable for County money over which they have control or possession. All employees who are in control of County funds must maintain accurate and current records of all such funds. Employees must comply with all policies, practices and procedures promulgated by the Office of the County Manager and approved by the County

Manager and with governmental accounting procedures regarding the receipt, recording and disbursement of public monies.

8.0 County Property

- A. Employees are responsible for preventing loss, damage, abuse, misuse or theft of County property including, but not limited to: vehicles, equipment, machinery, furnishings, tools, supplies and County records.
- B. County property should be used only for County business. County property shall not be used for personal remuneration or profit.
- C. County vehicles are to be used for County business and not for personal use.

9.0 County Records And Accounting

All County records, including reports, vouchers, requisitions, payroll and personnel records must be prepared factually and accurately. It is the personal obligation of the employee completing such records as well as the supervisor to ensure that such records are accurate and comply with federal, state and County record-keeping and accounting requirements.

10.0 Telephone Usage

- A. Use of County telephones or personal mobile phones for personal calls during office hours is discouraged. Occasional calls may be permitted by an employee's supervisor. Such calls may be prohibited by an employee's supervisor if they have the effect of interfering with work duties and responsibilities of the employee, if they are disruptive to departmental operations or if they negatively affect services to the public. Supervisory personnel are subject to these provisions through the chain-of-command.
- B. Personal use of County telephones for toll or long distance calls is strictly prohibited unless the call is charged to the employee's personal credit card or home telephone. Employees are responsible for ensuring that toll or long distance calls made for legitimate business purposes are appropriately and accurately documented.

11.0 Automated Systems

- A. All automated systems are valuable and must be protected from misappropriation, abuse, internal misuse, theft, fraud, loss and unauthorized use or disposal. Use of computer time, hardware or software must be for County related business. Misappropriation of computer time, hardware or software includes, but is not limited to, using a computer to create or run unauthorized jobs or businesses, operating a computer in an unauthorized mode or intentionally causing any kind of operational malfunction or failure.
- B. Employees are required to end processing from their terminals using standard log-off or lock procedures when not in use to prevent unauthorized use of such terminals.
- C. Employees are required to report violations or suspected violations to their Department Director or Supervisor.

- D. Employees shall not use County computer time, hardware or software for any personal remuneration or profit. Employees are required to comply with the Internet Use Policy and all policies regarding the use and security of automated systems.
- E. As used in this section, "automated system and/or "computer" shall mean the County's main-frame computers and servers and peripheral equipment, any terminal which communicates with a computer and any personal computer or word processing equipment.

12.0 Alcohol/Drug Possession And Consumption

- A. Possession and/or consumption by employees of alcohol and/or any controlled or illegal substances is prohibited in any County facility, vehicle or work site.
- B. Prescription drugs may be used in amounts as lawfully prescribed. As necessary, employees may be required to provide proof of lawful prescription. Employees shall advise their supervisor if the use of prescription drugs may affect their ability to perform work duties safely and efficiently.
- C. No employee shall report to work, perform work or visit the work site while under the influence of alcohol and/or controlled or illegal substances.

13.0 Weapons

Employees, other than sworn law enforcement officers, are prohibited from having in their possession any weapon while in any County facility, vehicle, work site or while on County property or on County business.

14.0 Privileged Information

Employees shall protect privileged information to which they have access in the course of their official duties and shall keep such information confidential.

15.0 Confidential Information

Employees or former employees shall not disclose or use confidential information acquired through their employment with the County for the employee's or another's personal gain or profit.

16.0 Discretion Authority

Employees shall exercise whatever discretionary authority they have been delegated to promote the public interest and welfare of the County, but shall be careful not to exceed the limits of that authority.

17.0 Supervision Of Employees

Employees with supervisory duties or responsibilities shall, in all instances, ensure that all personnel actions comply with the provisions of the Personnel Policy Manual, applicable legislation and other County policies, and relevant judicial/administrative decisions.

18.0 Sales Representatives

- A. Because employees must direct their attention to their work duties and responsibilities during duty hours, no sales representatives shall solicit or provide information to employees on County property during duty hours concerning any product or service unrelated to the employee's work responsibilities.
- B. No employee shall accept any gratuity from any sales representative nor make arrangements for or with sales representatives to solicit or provide information to other employees as private customers.

19.0 Conflict Of Interest

Employees shall comply with conflict of interest provisions of statute, the Personnel Policy Manual and other relevant County policies. Every official and employee with purchasing decision authority will sign a Conflict of Interest Statement and disclosure, which will be filed with the County Clerk on January 2nd of each calendar year.

20.0 Safety

- A. Employees are responsible for performing assigned duties in the safest possible manner, using all available safety measures and devices to prevent injury to themselves, co-workers or the general public and to report unsafe equipment, materials or conditions to those in responsible charge.
- B. Human dignity and the personal safety of each employee are of the utmost importance. Therefore, dangerous practical jokes, "horseplay," and roughhouse activities are prohibited on County property.

21.0 Work Hours

Employees are expected to perform their work in a responsible manner, observing scheduled work hours and complying with County policy governing paid and unpaid leaves of absence. Employees are further responsible for complying with the County Timekeeping Policy and the County Personnel policy concerning sick leave usage.

22.0 Political Activity

- A. Employees or County officials shall not use their position or status to influence the support of other employees or County officials for or against any candidate or issue in any election. Employees or officials are not prohibited from expressing their views on any issue, but may not engage in political activity while on duty or campaign on County property.

- B. Employees running for political offices are governed by the requirements and limitations of the Personnel Policy. Affected employees shall also comply with Hatch Act provisions governing political activity.

23.0 Employment Of Relatives

In accordance with the County's Personnel Policy, no relative of an employee by blood or marriage, may be employed in any position with the County in which the employee may be able directly to supervise, control or influence the work or employment status of the relative or the affairs of the organizational unit in which the relative is employed.

24.0 Community Activities

As private citizens, employees are encouraged to participate in public affairs and community-oriented projects as a means of enhancing County government's contribution to the well-being and quality of life of the citizens of Socorro County. Employees are responsible for complying with leave policies for such activities which occur during scheduled work hours.