

**TOWN OF JAMESTOWN
RESOLUTION 07-12, SERIES 2017**

**A RESOLUTION ADOPTING THE TOWN OF JAMESTOWN
CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT**

Whereas, The Town of Jamestown Board of Trustees wishes to adopt a code of ethics and standards of professional conduct to be applicable to all elected officials, employees, contractors, volunteers and others who may represent Jamestown to the public or other entities, and

Therefore, be it resolved by the Town Board of Trustees that this Code of Ethics and Standards of Professional Conduct is adopted and shall be the policy of the Town.

PREAMBLE

The Town of Jamestown's Code of Ethics and Standards of Professional Conduct (Code and Standards) are fundamental to the values of the community and essential to achieving compliance with applicable federal, state law and Town ordinances and policies. It is critical to our mission that we treat each other with dignity and respect and place the needs of the community before our personal desires. Our Code of Ethics and Standards of Professional Conduct are applicable to elected officials, employees, contractors and volunteers whenever they are acting on behalf of the town.

THE CODE OF ETHICS

Persons subject to the Code and Standards must:

- Act with integrity, competence, diligence, respect and in an ethical manner.
- Place the integrity of the town government and the interests of the community and its members above their own personal interests.
- Use reasonable care and exercise independent professional judgment.
- Practice and encourage others to practice in a professional and ethical manner that will reflect favorably upon themselves and the town.

I. PROFESSIONALISM

A. Knowledge of the Law. Persons subject to the Code and Standards must understand and comply with all applicable laws, rules, and regulations of any government, or regulatory organization, governing their professional activities. Persons subject to the Code and Standards must not knowingly participate or assist in, and must dissociate themselves from, any violation of such laws, or regulations.

B. Independence and Objectivity. Persons subject to the Code and Standards must use reasonable care and judgment to achieve and maintain independence and objectivity in their professional activities and must not offer, solicit, or accept any gift, benefit, compensation, or consideration that reasonably could be expected to compromise their own or another's independence and objectivity.

C. Misrepresentation. Persons subject to the Code and Standards must not knowingly make any misrepresentations concerning recommendations or actions relating to town business.

D. Misconduct. Persons subject to the Code and Standards must not engage in any professional conduct involving dishonesty, fraud, or deceit or commit any act that reflects adversely on their professional reputation, integrity, or competence.

II. DUTIES TO THE TOWN

A. Loyalty. In matters related to town business, persons subject to the Code and Standards must act for the benefit of the community and must not deprive the town of the advantages of their skills and abilities, or otherwise cause harm to the community.

B. Additional Compensation Arrangements. Persons subject to Code and Standards must not accept gifts, benefits, compensation, or consideration that competes with or might reasonably be expected to create a conflict of interest with the town's interest subject to the limits prescribed by Colorado State Law.

C. Responsibilities of Supervisors. Supervisors, committee chairs, contractors, employees and elected officials must make reasonable efforts to ensure that they, and anyone subject to their supervision or authority is compliant with applicable laws, rules, regulations, and the Code and Standards. Supervisors, and elected officials are responsible for ensuring that employees, contractors or volunteers enjoy a safe workplace, and that the town is compliant with the requirements and laws relating to discrimination. Further, the Town recognizes that employees, contractors, volunteers and elected officials have a right to a workplace and working conditions that are not hostile or discriminatory in any way. The Town Board of Trustees is responsible for reviewing any complaint associated with the Code and Standards.

D. Colorado Open Records Act and Colorado Open Meetings Act. Persons subject to the Code and Standards must be familiar with State Law relating to Open Records and Open Meetings. It is the policy of the Town that these laws be adhered to and that any records of work done on behalf of the community be available to the public subject to the provisions of the law.


III. CONFLICTS OF INTEREST

A. Disclosure of Conflicts. In accordance with State law, Elected Officials and Employees must make full and fair disclosure of all matters that could reasonably be expected to impair their independence and objectivity or interfere with respective duties. Such disclosures are prominent, are delivered in plain language, and communicate the relevant information effectively prior to the discussion of any issue at a public meeting. Elected officials must recuse themselves from any discussion or vote for which they have a conflict of interest or a situation that could be perceived by the public to be a conflict. The Town Attorney shall be the sole authority for determining conflict of interest unless the party voluntarily recuses themselves. If the matter is contentious, the Board shall table the issue until a legal determination can be made.


IV. WORK ASSIGNMENTS AND JOB RESPONSIBILITIES OF EMPLOYEES AND VOLUNTEERS

A. Responsibilities and Benefits in Writing. Persons subject to Code and Standards must endeavor to make Customer Service as benefiting the community and its residents the first priority. Job responsibilities must be in writing and may be in the form of a job description, contract, resolution or other written document.

THIS RESOLUTION IS NOT INTENDED TO CONFLICT WITH RESOLUTION 12-38-15 (CDBG/DA)
Approved and adopted by the Town Board of Jamestown this 10th day of July, 2017



Kristi Rutledge, Town Clerk



Tara Schoedinger, Mayor