**Contra Costa County Department of Child Support Services**
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Adopted _____

Lori A. Cruz
Director, Department of Child Support Services

# CONFLICT OF INTEREST CODE
# OF THE
# DEPARTMENT OF CHILD SUPPORT SERVICES OF CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating official and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Department of Child Support Services of Contra Costa County.

Designated employees shall file their statements with the Department of Child Support Services Administrative Services Officer, who will make the statements available for public inspection and reproduction. (Gov. Code § 81008) Statements for all designated employees will be retained by the Contra Costa County Department of Child Support Services.

APPENDIX "A"

| Designated Positions | Disclosure Category |
|---|---|
| Director of Child Support Services | 1 |
| Chief Assistant Director of Child Support Services | 1 |
| Child Support Services Manager | 1 |
| Supervising Attorney – Child Support Services | 1 |
| Administrative Services Officer | 1 |
| Administrative Services Assistant III | 1 |
| Administrative Services Assistant II | 1 |
| *Consultants | 1 |

*The Department of Child Support Services may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is public record and shall be retained for public inspection.

APPENDIX "B"

Disclosure Categories

1. Designated Employees in Category "1" must report:

   (a) All investments, interest in real property, and sources of income and gifts, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located in Contra Costa County or if the business entity is doing business or planning to do business in the County (and such plans are known by the designated employee) or has done business within the County at any time during the two years prior to the filing of the statement.

   (b) Investments in any business entity, income from any source, and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two year contracted or foreseeably may contract with Contra Costa County, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery, or equipment to either party.

2. Designated Employees in Category "2" must report:

   (a) Investments in any business entity, income or gifts from any source, and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted, or foreseeably may contract, with Contra Costa County to provide services, supplies, materials, machinery, or equipment to the Department of Child Support Services.