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1.0 PURPOSE:

To encourage proper conduct by all officials and employees.

2.0 ORGANIZATIONS and PERSONS AFFECTED:

This policy applies to all City of West Allis officials and employees. ~~of all departments, boards, and commissions.~~

3.0 POLICY:

It is the policy of the City of West Allis that all officials and employees follow a prescribed set of guidelines of proper conduct.

4.0 REFERENCES:

Resolution No. 21635, dated May 24, 1985.

City of West Allis Code of Ethics - A Personal Responsibility, ~~dated May 1, 1985~~ (informational booklet)

Wisconsin Statutes, Section 19.59.

City of West Allis Revised Municipal Code, Chapter 2, Subchapter III, Code of Ethics for Public Officials.

5.0 DEFINITION:

“Official” means any individual holding an elected City office, any candidate for elected City office, any Board or Commission member, any Department Head and their Deputies, Assistants, Managers and Division Heads, including individuals holding any such office or employment in an acting capacity.

6.0 PROCEDURES:

56.1 Each official and employee shall be provided a copy of and comply with the provisions of the City of West Allis Code of Ethics (informational booklet). The booklet shall be discussed and reviewed with each employee by his/her supervisor and filed in the appropriate personnel file.

56.2 ~~The booklet shall be discussed and reviewed with each employee by his/her supervisor and filed in the appropriate personnel file.~~ Each official shall be referred

to the Code of Ethics for Public Officials contained in the City of West Allis Revised Municipal Code, Chapter 2, Subchapter III, and shall comply with the applicable provisions contained therein.