

## 1.0 General Provisions

- 1.1 The Political Reform Act (Government Code Section 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 California Code of Regulations §18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code for the Los Rios Community College District (District).
- 1.2 Individuals holding designated positions shall file statements of economic interests with the District's Office of General Counsel, which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) All statements will be retained by the District.

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Policy Adopted: 8/12/92  
Policy Revised: 10/5/94; 3/3/99; 10/6/04; 5/17/06; 12/13/06; 10/15/08; 11/16/11; 3/13/13;  
1/14/15; 1/11/17; 5/15/19  
Policy Reviewed: 1/11/17; 5/15/19  
Adm. Regulation: None

APPENDIX A  
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Vice Chancellor/Education and Technology	1, 2
General Counsel	1, 2
Director/General Services	1, 2
Director/Facilities Planning and Construction	1, 2
Director/Facilities Maintenance	1, 2
Associate Vice Chancellor/Human Resources	2
Associate Vice Chancellor/Communications and Media Relations	2
Associate Vice Chancellor/Facilities Management	2
Associate Vice Chancellor/Information Technology	2
Associate Vice Chancellor/Educational Services and Student Success	2
Associate Vice Chancellor/Instruction	2
Vice Presidents of Student Services	2
Vice Presidents of Instruction	2
Directors (not listed above)	2
Chief of Police	2
Manager VII, Business Consultant	2
Supervisor, General Services	2
Purchasing Supervisor	2
Buyers (all levels)	3
Bookstore Managers	3
Food Service Managers	3
Consultants/New Positions	*

\*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Chancellor or designee may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code Section 81008.)

Officials Who Manage Public Investments. The following positions are not covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Members of the Board of Trustees
- Chancellor
- Deputy Chancellor
- Vice Chancellor/Finance and Administration
- College Presidents
- Associate Vice Chancellor/Finance
- Associate Vice Chancellor/Resource Development
- Vice Presidents/Administration

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section § 87200.

APPENDIX B  
DISCLOSURE CATEGORIES

Category 1

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole, in part, or within the boundaries of the District, or of any land owned or used by the District, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property.
- b. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources that engage in the acquisition or disposal of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources (1) engaged in the performance of work or services, or which manufactures, sells, repairs, rents or distributes school supplies, books, materials, furnishings, or equipment of the type used by the District; or (2) engaged in the performance of the same type of work or services provided by the District.

Category 3

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources (1) engaged in the performance of work or which manufactures, sells, repairs, rents or distributes school supplies, books, materials, furnishings, or equipment of the type used by the employee's department (this includes all Colleges); (2) engaged in the performance of the same type of work or services provided by the employee's department (includes all Colleges).