



SECTION: HR
TOPIC: ETHICS 01
GENERAL
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: ETHICS GUIDELINES FOR DANE COUNTY EMPLOYEES

The proper operation of democratic government requires that county officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a code of ethics for all County of Dane officials and employees.

END OF POLICY



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Forms Needed:

Dane County Ethics Guidelines for County Employees
County of Dane State of Economic Interests Form

RESPONSIBILITY

ACTION

Employee

1. Review and understand Ethics Guidelines for County Employees. Review Civil Service Ordinance, Chapter 18.14 pertaining to Activity Incompatible with Public Service.
2. Employees in the ten (10) highest salary ranges in the managerial pay scale should complete and return the County of Dane Statement of Economic Interests form to the Dane County Clerk's Office.

END OF PROCEDURE