

CODE OF ETHICS POLICY

The Town of Lockport discourages employees from accepting gratuities, honorariums, compensation, or gifts in exchange for their services. No employee of the Town shall use or authorize the use of association time, facilities, equipment, or supplies for private gain or advantage to one's self or any other private person or group without the permission of the Mayor. All Town vehicles and equipment are for official use only. No person other than a Town employee may operate a Town vehicle or piece of machinery. Drivers and/or operators must have a valid Louisiana driver's license and be approved by the Mayor to operate a vehicle.

In elections for local offices, Town employees are discouraged from the following activities.

1. becoming a candidate for or campaigning for an elective municipal office;
2. directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions, or other funds for a candidate for municipal office;
3. organizing, selling tickets to, promoting, or actively participating in a fund-raising activity of a candidate for municipal office;
4. taking part in managing the political campaign for a candidate for municipal office;
5. soliciting votes in support of or in opposition to a candidate for municipal office;
6. acting as a clerk, watcher, challenger, or similar officer at the polls on behalf of a candidate for municipal office;
7. driving voters to the polls on behalf of a candidate for municipal office;
8. endorsing or opposing a candidate for municipal office in a political advertisement, broadcast, campaign literature, or similar material;
9. addressing a rally or similar gathering of supporters or opponents of a candidate for municipal office;
10. initiating or circulating a nominating petition or recall petition for a candidate for municipal office; or
11. wearing campaign buttons, pins, hats or other similar attachment, or distributing campaign literature supporting or opposing a candidate for municipal office.

****NOTE**** Nothing in this policy is intended to prohibit any Town employee from privately expressing his/her political views or from casting his/her vote in all elections. It is the Town's policy that the Town will follow state law with respect to expenditures for political issues as well as the IRS 501(c)(4) guidelines.

Department heads have a responsibility to report possible Ethics Code violations to the Mayor.

The Mayor reports possible Ethics Code violations to the Council. In consultation with the Louisiana Board of Ethics and after investigating the report, the Town Council decides the corrective action to take, and if appropriate, refers the violations to the Louisiana Board of Ethics for action.

ETHICS TRAINING

Each public servant shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office. The Town Clerk shall provide information, notices, and updates to employees and officials of the Town of Lockport and assist the board in any way necessary to fulfill the education requirements. Newly elected officials must receive training within 90 days of taking the oath of office. (R.S. 42:1170)

(1) Persons who are public servants solely because they are an uncompensated, volunteer fireman or an uncompensated, auxiliary or reserve law enforcement officer are exempt from the training.

(2) Non-salaried employees of hospitals operated by a hospital service are exempt unless the employee is authorized to enter into contracts on behalf of the hospital for goods or services or the duties of the employee include the supervision of another public employee.

(3) A former public servant whose public service in a calendar year lasted less than 90 days shall not be required to receive education and training.