





Administrative Policy

Title: Conflict of Interest Statements				
Administered By: Management Services (City Clerk)				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
07200.003	07-10-91	08-04-16		

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to successfully implement the requirements of the Political Reform Act of 1974. The City of Corona has adopted guidelines which list the classification titles subject to disclosure requirements and the categories of disclosure to be completed. This information will be made available to employees through the City Clerk prior to the filing deadline.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Policy 200.12 (Conflict of Interest Statements)

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

For purposes of this policy, the following definitions shall apply:

- NONE

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Section 2.3 Exemptions from Scope

This policy shall not apply to:

- NONE

ARTICLE III – GUIDELINES

Section 3.1 Procedure

- A. Employees who hold designated positions will be notified via email by the City Clerk when disclosure statements are due. Notifications will include a copy of guidelines for completing disclosure statements and the categories of disclosure for each classification.
- B. Employees will be expected to complete and submit the appropriate forms electronically via e-Disclosure Docs in a timely manner to the City Clerk.
- C. Questions concerning the disclosure requirements of each designated position should be directed to the City Clerk.