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*This handbook provides a general overview, to help you comply with City and state governmental ethics laws. It does not include all of the details specified in the law. Applying the law to your specific circumstances often requires analysis by the Ethics Commission or the City Attorney's office.*

## **Ethics Commission advice**

Questions regarding the City's governmental ethics laws should be directed to the Ethics Commission. We are happy to help by answering general questions or providing situation-specific advice:

- Informal advice can be provided during regular business hours. Informal advice is kept confidential to the extent required by law but does not provide immunity in enforcement actions.
- Formal advice must be requested in writing, is based on specific facts about your circumstances, and must be requested *before* you take any action. The Ethics Commission has 21 days to respond after all required information has been provided. Formal advice letters are public records and are posted on the Ethics Commission's web site. If you receive formal advice and act in good faith on that advice, you are immune from administrative enforcement actions by the Ethics Commission. Immunity applies only to the person on whose behalf the advice was requested, the specific facts identified in the letter, and the law in effect at the time the letter was issued.

Contact information for the Ethics Commission is provided on page 2.

## **City Attorney advice**

Questions regarding the following should be directed to the City Attorney's office:

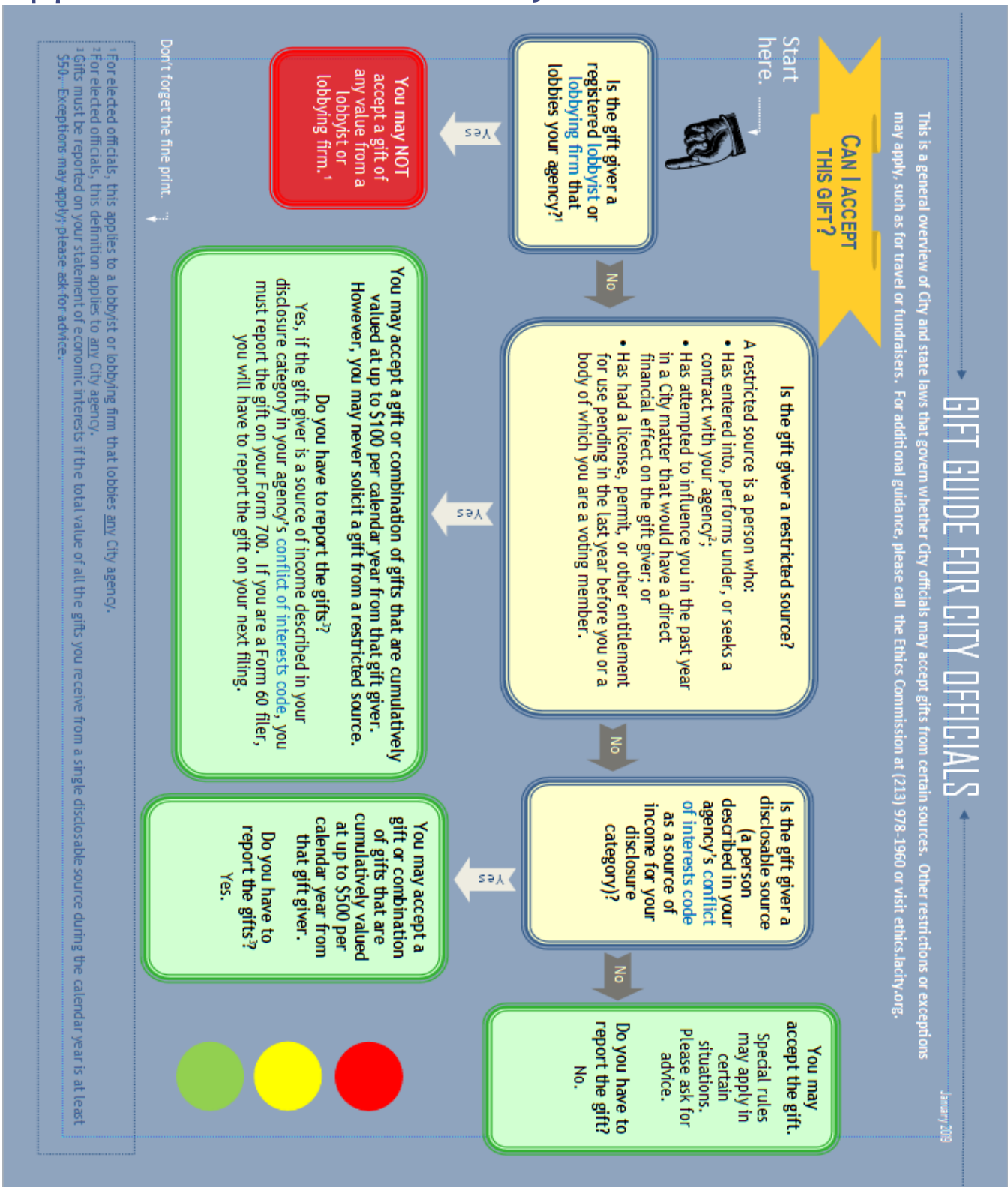
- Conflicts of interests.
- Ralph M. Brown Act (California's "open meeting" law).
- Mass mailings at public expense.
- Misuse of public funds.

Contact information for the City Attorney's office is as follows:

James K. Hahn City Hall East  
200 North Main Street, 8th Floor  
Los Angeles, CA 90012

Tel: (213) 978-7100  
Fax: (213) 978-8250  
lacityattorney.org

# Appendix I: Gift Guide for City Officials



# Appendix II: Citations

## The Public Trust

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California Government Code § 87200  
California Code of Regulations, Title II, §§ 18722–18740  
Los Angeles Municipal Code §§ 49.5.9–49.5.10

## Financial Disclosure

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California Government Code § 87200  
California Code of Regulations, Title II, §§ 18722–18740  
Los Angeles Municipal Code §§ 49.5.9–49.5.10

## Conflicts of Interests

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California Government Code §§ 1090, 84308, 87100–87105  
California Code of Regulations, Title II, §§ 18700–18720  
Los Angeles City Charter §§ 222, 707  
Los Angeles Municipal Code § 49.5.6

## Gifts and Travel

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California Constitution Article XII § 7  
California Government Code §§ 82028, 87207, 87210, 87460–87462, 89503–89505.5, 89506  
California Code of Regulations, Title II, §§ 18940–18950.3  
Los Angeles Municipal Code §§ 49.5.2, 49.5.8–9

## Political Activity

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California Government Code §§ 3205, 3206, 84308  
California Code of Regulations, Title II, §§ 18420.1, 18438.1–18438.8.  
Los Angeles Municipal Code §§ 49.5.5, 49.7.11

## Lobbying

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Los Angeles Municipal Code §§ 48.02, 49.5.13

## Revolving Door

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California Government Code §§ 7508.5, 87406.3, 18746.3–18747  
Los Angeles Municipal Code § 49.5.13

## Violations

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California Code of Regulations, Title II, §§ 91000–91015  
Los Angeles Municipal Code §§ 48.09, 49.5.16–49.5.18, 49.7.38, 49.7.39