

GIFT ACCEPTANCE GUIDE

July 2021

This is a general overview of City and state laws that govern whether City officials may accept gifts from certain sources. Other restrictions or exceptions may apply, such as for travel or fundraisers. For guidance, please call the Ethics Commission at (213) 978-1960 or visit ethics.lacity.org.

Start Here

Is the gift giver a lobbyist or lobbying firm that lobbies your agency¹?

A lobbying entity is a person or business that attempts to influence City action on behalf of others and meets thresholds regarding time and compensation.

Search for registered lobbyists at ethics.lacity.org/data/lobbying

Yes

You **may not** accept a gift of any value from a lobbyist or lobbying firm.

No

Is the gift giver a restricted source?

A restricted source is a person who has:

- Entered into, performs under, or seeks a contract with your agency²;
- Attempted to influence you in the past year in a City matter that would have a direct financial effect on the gift giver; or
- Has had a license, permit, or other entitlement pending in the last year before you or a body of which you are a voting member.

Search for your agency's contracts at ethics.lacity.org/data/contracts

Yes

You may accept gifts that are cumulatively valued at up to \$100 per calendar year from that gift giver. However, you may never solicit a gift from a restricted source.

You may be required to report³ the gift if the gift(s).

No

Is the gift giver a disclosable source?

A disclosable source is a person described in your agency's *Conflict of Interests (COI) Code* as a source of income for your *disclosure category*.

View your agency's *COI Code* at ethics.lacity.org/coi

Yes

You may accept gifts that are cumulatively valued at up to \$520 per calendar year from that gift giver.

You may be required to report³ the gift(s).

No

You may accept the gift. Additional rules may apply.

REMEMBER

You may never accept a gift when it is reasonably foreseeable that you could be influenced (or perceived to be influenced) by the gift, or when it is given in exchange for an official action.

Los Angeles City
ETHICS COMMISSION

¹ For elected officials, this applies to a lobbyist or lobbying firm that lobbies any City agency.

² For elected officials, this definition applies to any City agency.

³ Gifts must be reported on your Statement of Economic Interests (SEI) if the total value of all the gifts you receive from a single disclosable source during the calendar year is at least \$50. SEI refers to Form 700 for all City officials, and Form 700 plus Form 60 for high-level City officials. Exceptions may apply; please contact the Ethics Commission for advice.