



Sheriff Gregory Tony, Ph.D.

PURCHASING BUREAU ETHICS PROCEDURE:

A. GENERAL

1. All staff engaged in the procurement process must adhere to the specific requirements contained within the SPM and Purchasing SOP's.
2. Procurement Employees utilized by the BSO to conduct procurement and contracting services shall realize that it is essential that the public have confidence in the integrity, independence, and impartiality of their actions on behalf of the government.
3. Procurement Employees will be aware that all conduct incompatible with the BSO's best interests or that may create risk of any appearance of, or perceived improprieties are prohibited.
4. As a steward of the public trust, Procurement Employees will conduct themselves in a moral, ethical manner that promotes honesty, trust and integrity and promotes a positive supplier and customer relationship while protecting confidential and proprietary information.

B. PROHIBITED FINANCIAL INTEREST

1. Procurement Employees shall not have a financial interest, direct or indirect, in any contract with BSO, or shall be financially interested, directly or indirectly, in the sale to BSO of any land, materials, supplies, or service, except on behalf of BSO as an officer or Procurement Employee.
2. A prohibited financial interest exists when any of the following individual(s) or entities is a party to the contract:
 - a. the Procurement Employee;
 - b. the Procurement Employee's spouse, child, parent, sibling, or other family member within the first degree of consanguinity or affinity;
 - c. a business entity in which the Procurement Employee or any of the individuals listed above directly or indirectly owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity;
 - d. a business entity of which any individual or entity listed in (a), (b), or (c) above is:
 - (1) a subcontractor on a BSO contract;
 - (2) a partner; or
 - (3) a parent or subsidiary business entity.

Unlike with the conflicts of interests section below, when a Procurement Employee has a prohibited financial interest in a BSO contract, there is no opportunity for disclosure and recusal.

C. CONFLICTS OF INTEREST IN CONTRACTS

1. Procurement Employees shall not participate in any manner in the selection, awarding, monitoring, amendment, or extension or renewal of a contract in which they know is likely to affect the economic interests of:
 - a. The Procurement Employee;
 - b. His or her parent, child, spouse, or other family member within the second degree of consanguinity or affinity;
 - c. A member of his or her household;
 - d. A business entity in which the Procurement Employee knows that any of the persons listed in subsections 1.a or 1.b holds an economic interest;
 - e. A business entity which the Procurement Employee knows is an affiliated business or partner of a business entity in which any of the persons listed in subsections 1.a or 1.b holds an economic interest;
2. *Recusal and disclosure.* A Procurement Employee whose conduct would otherwise violate subsection 1. must recuse himself or herself. From the time that the conflict is, or should have been recognized, he or she shall
 - a. immediately refrain from further participation in the matter, including discussions with any persons likely to consider the matter; and
 - b. shall promptly bring the conflict to the attention of his or her supervisor who will then, if necessary, reassign responsibility for handling the matter to another person.
3. *Definitions.* For purposes of this procedure, an action is likely to affect an economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or a substantial segment thereof.

APPROVED:

BY: *Neesa Warlen*
Neesa Warlen, Purchasing Director

5/14/2025
Date

Ethics Policy

Final Audit Report

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