



**CHIEF ADMINISTRATIVE OFFICE
POLICY MEMORANDUM NO. 71(R)
April 1, 2019**

TO: All Departments, Boards, Agencies, and Commissions
FROM: Gilbert Montaña, Chief Administrative Officer *GM*
SUBJECT: CODE OF ETHICS

I. PURPOSE

The Code of Ethics is established to remind public officials and employees that individually and collectively, public officials and employees must adhere to high ethical standards not simply to avoid sanctions or criticism, but because it is the right thing to do.

II. APPLICATION

The Code of the City of New Orleans (Chapter 2 article vii: *City Code of Ethics*) and the Louisiana Code of Governmental Ethics apply to all elected and appointed officials, classified and unclassified employees of the City government, and the members and employees of all boards, agencies, commissions, advisory committees, public trusts and public benefit corporations of the City of New Orleans:

III. STATE LAW

The State of Louisiana has adopted the Louisiana Code of Governmental Ethics which applies to all members of City government in the same manner as the City Code of Ethics.

IV. MANDATORY ETHICS TRAINING

Pursuant to LA R.S.42:1170A, the City of New Orleans requires that all public servants complete a one (1) hour, mandatory training course on the Louisiana Code of Governmental Ethics during each year of employment or term of office. Elected officials are additionally required to receive one hour of training per term of office on the Campaign Finance Disclosure Acts.

Ethics trainings are available both online and in person. The online version can be accessed via the following link: <https://laethics.net/EthicsTraining/login.aspx>.

If you have questions regarding Ethics Training, please contact your department's Human Resources designee or the City's Ethics Coordinator.

V. OBTAINING EVENT CREDENTIALS

The Chief Administrative Office will work with departments to manage and distribute official event credentials for employees who need to conduct official City business at ticketed events. Only City employees who need to conduct official business at events will be provided these credentials.

VI. COPIES

Copies of the City Code of Ethics and the State Code of Governmental ethics can be found on the employee intranet. Additionally, employees can access copies of each online:

(1) City Code of Ethics - https://library.municode.com/la/new_orleans/

(2) Louisiana State Code of Government Ethics - <http://ethics.la.gov/>

VII. INQUIRIES

Any questions concerning this memorandum should be addressed to the Louisiana Board of Ethics.

GAM/MNG/VJP/ITB