

ATTACHMENT E

AA. STANDARD OF CONDUCT REGARDING CONFIDENTIALITY

Effective Date: March 6, 2017	Supersedes: n/a
City Manager Approval:	

1. During the course of employment, employees encounter people from all walks of life, of different races, religions, sexual orientations, and national and ethnic origins and immigration status. The City values and celebrates this diversity. As a result, the City expects that all employees will treat its residents, customers, and all other people with whom employees conduct business and interact with dignity, respect, and professionalism.

The City believes that affording our residents, customers, and all other people with whom employees conduct business and interact with this level of courtesy and respect is essential to delivering efficient public services, ensures opportunities for our youth, and ensures a high quality of life for our residents.

This also promotes trust and cooperation between the City and its residents, customers, and employees who are encouraged to seek City services, programs, or employment with the confidence that the City prioritizes the provision of the excellent services and programs to all of its residents without fear of it resulting in adverse action because of race, religion, sexual orientation, national and ethnic origin or immigration status.

2. To meet this above stated requirement:
 - a. Employees must acknowledge that the City's priority is to provide excellent services and programs to its residents and customers.
 - b. No city employee shall collect personal information from individuals beyond information necessary to perform their public duties and shall not disclose personal information for any other purpose unless required by federal or state statute, regulation or court decision. For the purposes of this section, personal information means religion, sexual orientation, national and ethnic origin and immigration status.
 - c. No City employee will use City funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the City unless such assistance is required by federal or state statute, regulation, or court decision. This includes:
 - i. Assisting or cooperating, in one's official capacity, with United States Immigration and Customs Enforcement ("ICE") investigation, detention, or arrest procedures, public or clandestine, relating to alleged violations of the civil provisions of the federal immigration law;

SECTION 2 | CITY-WIDE POLICIES AND STANDARDS OF CONDUCT

- ii. Assisting or cooperating, in one's official capacity, with any investigation, surveillance or gathering of information conducted by foreign governments, except for cooperation related to an alleged violation of City and county, state or federal criminal laws.
 - iii. Requesting information about, or disseminating information regarding, the citizenship status of any individual, or conditioning the provision of services or benefits by the City upon immigration status, except as required by Federal or State statute or regulation, City ordinance or public assistance criteria, or court decision.
 - iv. Including on any application, questionnaire or interview form used in relation to benefits, services, or opportunities provided by the City, any question regarding citizenship status other than those required by federal or state statute, regulation or court decision.
- d. Employees are prohibited from inquiring into, maintaining, or disclosing sensitive information about residents except to the extent necessary to provide the City service in question or with the consent of the individual or as required by law. Sensitive information includes information of a personal nature or about private attributes, such as status as a victim of domestic violence or sexual assault, status as a crime witness, sexual orientation, immigration status, disability status, or status as a recipient of public assistance.