A PICTURE BOOK GUIDE TO FOSTERING ETHICS IN YOUR ORGANIZATION/COMMUNITY

SCOTT NIEHAUS
VILLAGE MANAGER, VILLAGE OF LOMBARD
Wherever you fly,
you’ll be best of the best.
Wherever you go,
you will top all the rest.
THE FORMAL METHODS
ETHICS STATEMENTS

LEARN ABOUT THE COUNTY'S ETHICS ORDINANCE

Purpose of the Ethics Ordinance
The goal of the DuPage County Board and its Chairman is to establish the ethics ordinance to provide for fair, efficient and honest government in compliance with state law. The ordinance is designed to ensure the integrity and objectivity of County officers and employees while serving as a guide when conducting governmental business.

What Does the Ethics Ordinance Cover?
The ethics ordinance covers a variety of topics, including, but not limited to, the following:

Gifts
Political Activity
Conflicts of Interest
Future Employment
Disciplinary Actions and Fines
Lobbying Prohibition
Whistleblower Protection

Gifts
Unless an exception applies, no person may accept or solicit a gift from any prohibited source. Prohibited sources are generally people or entities who do business with your unit of government.

The gift ban exempts food or refreshments not exceeding $75 per day or any item(s) with a total value of less than $100 in any year from the same source. Other exceptions also apply.

Political Activity
Employees are prohibited from engaging in political activities during compensated time, including, but not limited to: fund-raising; political meetings; electioneering; soliciting votes, and distributing campaign literature.

Conflicts of Interest
Conflicts of interest exist when an official action could result in a personal advantage or disadvantage. Officers and employees must avoid conflicts and be prohibited from accepting any form of compensation from any party that could or has benefited from an action of that officer or employee. Be sure to inform the Ethics Adviser of potential conflicts of interest.

Whistleblower Protection
Any person, acting in good faith, who submits an ethics complaint, has protection as a whistleblower and their identity will be kept confidential and will not be disclosed without their consent, unless the disclosure is otherwise required by law.

Retaliation against an individual who has reported a suspected violation of the ordinance in good faith is prohibited. Any person who believes that they have violated the whistleblower protection section of the ordinance may be disciplined up to and including termination of their employment.

Application of the Ethics Ordinance
The ethics ordinance applies to all employees under County Board jurisdiction and those employees and officials from other governmental entities that have adopted the ordinance. The ordinance also applies to the County Board and its Chairman as well as governmental boards, commissions or committees that it has created or those to which its ordinances generally apply.

Investigation and Hearing Process
Upon receipt of an ethics complaint, the Investigator General conducts an investigation. The following steps may occur during the investigation of an ethics complaint:
1) Determination of Jurisdiction
2) Written notification to respondent
3) Preliminary Investigation
4) Finding of reasonable cause
5) Filing formal petition with the Ethics Commission

When a formal petition is filed with the Ethics Commission, it must decide to grant or deny it. If the Commission grants the petition, a hearing date is set within 6 weeks. The Investigator General is responsible for prosecuting the complaint with a burden of proving the allegations by a preponderance of the evidence. Failure to cooperate with an ethics investigation is a violation of the ethics ordinance.

Disciplinary Action
When a violation of the ordinance is found, the Ethics Commission may recommend one or more of the following courses of disciplinary action against the individual:
• A reprimand
• To cease and desist from the offensive action
• To return or refund money or other items received in violation of the ordinance
• Suspension or termination
• Donation to charity of an amount equal to a proffered gift

The Ethics Commission may also impose an administrative fine of up to $5,000 per violation.

Ethanics Adviser
The Ethics Adviser has the following powers and duties:
• Provides guidance to persons subject to the ordinance.
• Performs ethics training for anyone subject to the ordinance.
• Assists in the preparation of manuals and guides regarding the ordinance.
• Ensures compliance with ethics training requirements.

Questions regarding the ethics ordinance should be directed to the Ethics Adviser:

Daniel F. Hanlon
Ethics Adviser
311 S. County Farm Rd.
Wheaton, IL 60187
630-569-4023
Daniel.Hanlon@dupageco.org

INVESTIGATOR GENERAL

The Investigator General has the following powers and duties:
• Receives ethics complaints and conducts investigations.
• Present evidence of alleged violations to the Ethics Commission.
• Must be an attorney licensed to practice law in the State of Illinois.

The ethics complaint should be submitted in writing to the Investigator General:

Nancy J. Wolfe
Investigator General
PO. Box 338
Wayne, IL 60184
investigatorgeneral@dupageco.org

www.dupageco.org/ethics

www.dupageco.org/ethics
LAZY
Just cause you have to, dosn't mean you need too.

UNDERACHIEVEMENT
Because Soaring with the Eagles Requires So Much More Effort.

BELIEVE IN YOURSELF
Because The Rest of Us Think You're an Idiot.
OVERCONFIDENCE
This is going to end in disaster, and you have no one to blame but yourself.

MOTIVATION
It's not that I'm lazy, it's that I just don't care.

INDIVIDUALITY
Just because you're different doesn't mean you're useful.
INFORMAL METHODS
STORY TIME
ONE ON ONE
DAY IN DAY OUT
FOUR DIFFERENT AUDIENCES

STAFF
VILLAGE BOARD
VENDORS/BUSINESSES
CITIZENS
SCARY STORY TIME: Government Employees

- Employee Accused of Stealing Gold & Jewelry from Illinois Treasurer's Office Unclaimed Property Vault
- Department of Human Services Employee Steals $160,000 from Fund for Families in Need
- Comptroller Embezzled Almost $54 Million
‘TIS NOT THE SEASON
SCARY STORY TIME: Elected Officials

Walt Disney's
Congressman Who Used Tax Payer Money to Decorate Office like Downton Abbey

The Governor Charged in Solicitation of Bribes in Exchange for a Vacant Senate Seat

Walt Disney's
The Elected Official Who Tweeted the Wrong Pictures
VENDORS
DO AS I SAY, NOT AS I DO.
The true measure of your character is what you do when nobody’s watching.

Charles Caleb Colton