



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Reminder Notice: Upcoming Deadline Regarding Departmental Statement of Incompatible Activities

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LEEANN PELHAM
EXECUTIVE DIRECTOR

March 20, 2018

To: All Department Heads and Members of Boards and Commissions

From: LeeAnn Pelham, Executive Director, Ethics Commission

Re: **Required Annual Distribution of Departmental Statement of Incompatible Activities**

No later than April 1 of each year, every City department, board, commission or agency must provide to its officers and employees a copy of its Statement of Incompatible Activities (SIA) per [Ethics Commission Regulation 3.218-2](#). As you will recall, Departmental SIAs are intended to guide officers and employees about the kinds of activities that are incompatible with their public duties and that are therefore prohibited. Annual distribution of SIAs provides the opportunity for each of us to refresh our awareness about the contents of our Departmental SIA, and to seek guidance about any questions.

To fulfill this annual SIA distribution obligation, please note that your department must take *all* the following steps:

- post your departmental SIA on your department's web page;
- post your SIA in the same departmental location where other legal notices are posted;
- and *either*
 - ✓ distribute a paper copy of the SIA to each officer or employee, or
 - ✓ distribute an electronic copy of the SIA to each officer or employee by
 - sending to each officer or employee an email that contains the SIA or an electronic link to the SIA, *or*
 - providing a handout to each officer or employee that references the SIA, provides the web address where the SIA can be found, and directs the officer or employee to review the SIA in its entirety.

Please note that to ensure that new officers and employees are notified of the SIA, each new officer or employee also should be provided a copy of your department's SIA at the time of appointment or hire by one of these methods.

For reference, individual SIAs for City departments, boards and commissions are accessible on the Ethics Commission website by following the Compliance tab for City Officers to the [Incompatible Activities](#) web page.

Thank you in advance for your time and cooperation. If you have any questions or would like any additional information, please feel free to contact our office at ethics.commission@sfgov.org or (415) 252-3100, and we will be happy to provide you with assistance.