



# Ethics Office Monthly Report

OCTOBER 2023

## EDUCATION

Provided monthly education item at the Ethics, Organization and Personnel Committee meeting on Fair Political Practices Commission advice letter regarding contracts with member agencies.

Provided Ethics Office overview for new employees.

## COMPLIANCE

Reviewed proposed new job descriptions to determine applicable financial disclosure requirements under the Conflict-of-Interest Code.

Assisted Board members and employees with their Annual, Assuming Office, and Leaving Office Form 700 filings. Assistance included filing for multiple positions, troubleshooting the electronic filing system, and notifications of deadlines.

Monitored the status of past due Assuming Office and Leaving Office Form 700 filings. Sent notices to four current employees and eight former employees; obtained compliance from four current employees and six former employees.

## ADVICE

Addressed 19 advice matters involving: conflicts of interest, financial disclosure, post-employment restrictions, gifts, outside employment, and other ethics-related topics.

## INVESTIGATIONS

Received seven complaints involving the following allegations:

- Managers retaliated against an employee for reporting public safety concerns
- A Metropolitan official misused their position to obtain a personal benefit
- A Metropolitan official misused their position to cause the unauthorized release of confidential information
- Four instances of unauthorized release of confidential information

## ETHICS OFFICER FINDINGS

The Ethics Officer determined that a Metropolitan manager improperly disclosed confidential information. The finding was forwarded to Human Resources and management for consideration of any appropriate corrective or remedial action.

## ADVICE AND INVESTIGATIVE DATA

Advice Matters	19
Compliance Assistance	13
Complaints Received	7
Investigations Opened	4
Pending Investigations	12

## COMPLAINTS MAY BE FILED AT:

**ANONYMOUS ETHICS HOTLINE** (Convercent)  
(800) 461-9330  
<http://www.mwdethicshotline.net/>

**ETHICS OFFICE**  
(213) 217-5832  
[ethicsoffice@mdwh2o.com](mailto:ethicsoffice@mdwh2o.com)