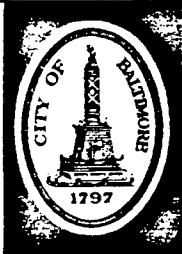


FROM

NAME & TITLE	Office of the City Solicitor
AGENCY NAME & ADDRESS	Department of Law 101 City Hall
SUBJECT	Code of Conduct

CITY of
BALTIMORE
MEMO



TO ALL PERSONNEL

DATE: June 22, 1995

Attached you will find copies of the Mayor's Executive Order establishing a Code of Conduct for all City employees, and an article from The Sun that summarizes the key features of the Code.

The full document is available in my office. All personnel of the Law Department, including regular employees, contractual employees and temporary employees shall make arrangements to obtain a copy of the Code of Conduct from my office. You will be required to sign a register indicating that you have received a copy of the Code.

Pursuant to instructions from Lynnette W. Young, Chief of Staff, an employee of the Law Department will be designated as the departmental Ethical Officer. Once that designation has been made, you will be notified.

You may feel free to contact any one of us if you have questions.

Neal M. Janey

Neal M. Janey
City Solicitor

Otho M. Thompson

Otho M. Thompson
Deputy City Solicitor

NMJ:OMT:lp
Attachments
cc: Lynnette W. Young, Chief of Staff
Jesse E. Hoskins, Personnel Director
Melvin J. Harris, Labor Commissioner

CITY OF BALTIMORE

KURT L. SCHMOKE, Mayor



OFFICE OF THE MAYOR

250 City Hall
Baltimore, Maryland 21202

EXECUTIVE ORDER

WHEREAS, it is desirable that the provisions of the Baltimore City Ethics Law be available to all municipal officers, appointed Boards and Commissions, and City employees in an understandable fashion; and

WHEREAS, there are certain other expectations for the conduct of City employees that are not now specifically covered in the City Ethics law; and

WHEREAS, there are certain basic values of integrity, fairness, and impartiality that are expected of all City employees and which values should be specifically communicated to City employees; and

WHEREAS, the Board of Ethics of the City of Baltimore, at my request, has reviewed numerous codes of conduct from other cities and organizations in order to develop an ambitious Code for the City of Baltimore;

NOW THEREFORE, I, KURT L. SCHMOKE, MAYOR OF THE CITY OF BALTIMORE, BY VIRTUE OF THE AUTHORITY VESTED IN ME, DO HEREBY PROMULGATE THIS EXECUTIVE ORDER, TO BECOME EFFECTIVE JULY 1, 1995.

1. There is hereby adopted a Baltimore City Code of Conduct (as attached hereto and made a part hereof as Exhibit A) which is intended as a supplement to the Baltimore City Ethics Law.

2. This Code is promulgated to establish standards to insure honesty, fairness and ethical practices by City employees who conduct the business of the City government.

3. The heads of all agencies and departments of the City, and the members of all Boards and Commissions of the City are hereby directed to publish the provisions of this Code of Conduct and to insure that all City employees observe the provisions of this Executive Order.

4. This Executive Order is effective beginning July 1, 1995, and shall remain in effect until such time as it is modified or rescinded in writing.

IN WITNESS WHEREOF, I HAVE HEREUNTO
PLACED MY HAND AND THE GREAT SEAL OF
THE CITY OF BALTIMORE THIS
THIRTEENTH DAY OF JUNE, 1995.



KURT L. SCHMOKE, MAYOR
CITY OF BALTIMORE

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY BY THE
BALTIMORE CITY LAW
DEPARTMENT



OTHO M. THOMPSON
DEPUTY CITY SOLICITOR

ATTEST:

CUSTODIAN OF THE CITY SEAL

Employees must obey city's code of conduct

By JoAnna Daemmrich
Sun Staff Writer

Baltimore officials and virtually all of the city's 25,000 employees will have to live up to a strict code of conduct that prohibits favoritism in hiring; forbids the personal use of government property and restricts political activities.

Under an executive order issued by Mayor Kurt L. Schmoke yesterday, city workers also must disqualify themselves from decisions involving businesses in which they or their relatives have a financial interest.

The code of conduct, the first for city employees and unpaid members of city boards, restates the ethics law and sets new standards. Penalties would vary from a reprimand to dismissal, and could include a misdemeanor charge if there's a breach of the ethics law.

"Instead of having a huge book that nobody reads, we'll have a summary that gives everyone clear guidelines," Mayor Schmoke said.

Some of the provisions go beyond the existing ethics law, which governs conflicts of interests, gifts and financial disclosure.

There is a general statement that "employees shall not ask for or accept more favorable treatment than other residents of Baltimore." City workers also are prohibited from responding to private inquiries about confidential records, and the code broadens the conflict-of-interest provisions to include work for a non-profit organization.

An almost identical code was developed by the ethics board for the City Council. It includes most of the same provisions but also restricts the council from interfering in judicial matters, contracting decisions and hiring by the executive branch.

FOR COPIES OF CODE

To receive a fax copy of Baltimore City's Code of Conduct, dial Sunfax at (410) 332-6123, then punch in the information number 5900 when the automated attendant requests your selection. You must have a fax machine and a Touch-Tone phone. The document is six pages long.

City council members and the ethics board began looking into ways to strengthen the existing law and create a more simplified code after several ethical questions were raised in the last year about city officials.

Last fall, federal auditors determined the city Housing Authority had doled out millions of dollars in no-bid contracts to friends and relatives and concluded the authority's conflict-of-interest regulations were "inadequate."

Superintendent Walter G. Amprey also was faulted for failing to file a required financial disclosure report. When Dr. Amprey turned in his first statement last October, he reported taking two trips paid for by Education Alternatives Inc. to tout Baltimore's school-privatization venture, which fueled criticism that he was too close to the company.

And five City Council members came under fire last summer for meeting with Baltimore's top judge to discuss the criminal corruption trial of former comptroller Jacqueline F. McLean, who has since been convicted and sentenced.

The code issued by Mr. Schmoke will be distributed throughout city agencies.

Sun (June 15, 1995)