



SECTION: HR
TOPIC: ETHICS 01
GENERAL
MAY, 2025

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: ETHICS GUIDELINES FOR DANE COUNTY EMPLOYEES

The proper operation of democratic government requires that county officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a code of ethics for all County of Dane officials and employees.

END OF POLICY



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Forms Needed:

County of Dane Statement of Economic Interests Form

RESPONSIBILITY

Employee

ACTION

1. Review and understand Ethics Guidelines for County Employees. Review Civil Service Ordinance, Chapter 18.18 pertaining to Activity Incompatible with Public Service.
2. The following county officials and county employees shall file a statement of economic interest form with the Dane County Clerk's Office.
 - a. Elected officials
 - b. Candidates for county elected office
 - c. Department Heads
 - d. Employees hired under an employment contract
 - e. Members of the Board of Adjustment

END OF PROCEDURE