

**RESOLUTION NO. 05-201**

**A RESOLUTION OF THE COUNTY OF NAPA, STATE OF CALIFORNIA,  
APPROVING A COUNTY CODE OF ETHICS AND MANAGER'S CREDO TO  
PROVIDE GUIDANCE TO COUNTY OFFICERS, EMPLOYEES AND VOLUNTEERS,  
EFFECTIVE NOVEMBER 1, 2005**

**WHEREAS**, the Board of Supervisors recognizes that it is critical that all public officials and employees exhibit the highest standards of integrity, accountability and service in order to merit the respect, trust and confidence of the public; and

**WHEREAS**, the Board of Supervisors has adopted as one of its goals the development of a Code of Ethics for Napa County to provide guidance and assistance to County officers, employees and volunteers in meeting those high standards; and

**WHEREAS**, County department heads and other staff have worked diligently for over a year to prepare a County Code of Ethics and Manager's Credo; and

**WHEREAS**, the County Executive Officer has recommended that the Board approve the proposed Code of Ethics and Manager's Credo as a County policy; and

**WHEREAS**, the intent of the proposed Code of Ethics and Manager's Credo is to focus on core values, with the goal of creating an "ethical culture" in the organization.

**NOW, THEREFORE, BE IT RESOLVED** by the Napa County Board of Supervisors that the attached Code of Ethics and Manager's Credo are hereby adopted as an official policy of Napa County, effective November 1, 2005; and

**BE IT FURTHER RESOLVED** that the County Executive Officer is authorized and directed to ensure that all County officers, employees and volunteers are made aware of the policy and that appropriate actions are taken to make sure that the policy is fully implemented; and

**BE IT FURTHER RESOLVED** that the County Executive Officer is directed to create a new Part to the Napa County Policy Manual, entitled "Mission and Values of Napa County," consisting of this Code of Ethics and Manager's Credo and the Board of Supervisor's Vision Statement (currently in Part I, Section 8) and shall amend the Policy Manual as appropriate to make these changes.

The foregoing resolution was duly and regularly adopted a regular meeting of the Board of Supervisors of the County of Napa, State of California, held on the 1st day of November, 2005 by the following vote:

AYES:	SUPERVISORS	DODD, WAGENKNECHT, MOSKOWITE, LUCE and DILLON
NOES:	SUPERVISORS	NONE
ABSENT:	SUPERVISORS	NONE

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DIANE DILLON, Chair  
Napa County Board of Supervisors

ATTEST:

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Pamela A. Miller, Clerk of the Board of Supervisors

**APPROVED AS TO FORM**  
Office of County Counsel

By: E-Signature Jackie Gong  
Date: 10/24/05

**APPROVED BY THE NAPA  
COUNTY BOARD OF SUPERVISORS**

Date: November 1, 2005

Processed by:

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Deputy Clerk of the Board

## **NAPA COUNTY CODE OF ETHICS**

*“There is a big difference between what you have the right to do and what is right to do.” -- Justice Potter Stewart*

### **Core Ethical Principles**

We have each chosen a role of service to our community. We believe in the honor and value of public service as a calling, and are committed to upholding the highest standards of integrity, accountability and service in all that we do. In carrying out our responsibilities, we subscribe to the following Core Ethical Principles:

**Integrity-** We will demonstrate the highest ideals of honesty and fairness, in order to earn the respect, trust and confidence of the public, other public officials and our colleagues.

- We will ensure that family, social, political or other relationships do not inappropriately influence our conduct or judgments, nor convey the impression that any individual is in a special position of influence.
- We will conduct ourselves such that we are not placed under any financial or other obligation to outside individuals or organizations which might influence us in the performance of our official duties, nor do anything that could give the impression that we can be improperly influenced.
- We will place the public interest ahead of personal interest in providing public services.

**Accountability** – We will provide a government that is accountable and open, while protecting confidential information.

- We will comply with the letter and spirit of laws and regulations and respect the authority and decisions of County officials, which ultimately derive from the citizens through the electoral process.
- We will handle all management and personnel issues on the basis of merit.
- We will exercise prudence in the management of public resources and seek to provide services as cost-effectively as possible.

**Service** – We will promote excellence in public service.

- We will constantly seek to improve the quality of services that we provide and better meet the needs of our clients and the public.
- We will respect the rights of all clients, citizens and fellow employees.
- We will promote a professional, positive working environment and treat all persons with dignity and respect.

## **Manager's Credo**

As Napa County managers and supervisors, we are leaders: we take responsibility for our actions and for the actions of those we lead.

- We commit ourselves in all that we do to model the highest standards of ethical behavior and to work to create a culture that promotes ethical behavior and compliance with the letter and spirit of laws, regulations and policies.
- We value teamwork and are committed to creating a professional and positive working environment, where all team members feel free to raise concerns and propose ideas.
- We are committed to treating those we supervise fairly and compassionately, providing them with appropriate training and ensuring that they have sufficient information to competently perform their jobs.
- We commit ourselves to holding those we supervise accountable for their performance and behavior, to insure that the public and our fellow employees are treated appropriately and that services are provided as efficiently and effectively as possible.