

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.20  
(ID # 30322)**

**MEETING DATE:**  
Tuesday, May 05, 2026

**FROM :** EXECUTIVE OFFICE

**SUBJECT:** EXECUTIVE OFFICE: Board Policy Update C-35: Standards of Ethical Conduct to Address Fraud, Waste And Abuse; All Districts. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt new Board Policy C-35: Standards of Ethical Conduct to Address Fraud, Waste and Abuse; and
2. Direct the Clerk of the Board to update the Board Policy website to include the new Board Policy.

**ACTION:Policy**

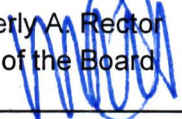
  
Jeff Van Wagenen, County Executive Officer 4/30/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Medina and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, and Perez  
Nays: None  
Absent: Gutierrez  
Date: May 5, 2026  
xc: EO, COB/AB

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	25/26

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Auditor-Controller’s Office has submitted a revision to Board Policy C-35, “Standards of Ethical Conduct to Address Fraud, Waste, and Abuse.” This policy establishes guidelines to prevent and address fraud, waste, and abuse within County government, and sets forth standards of ethical conduct for all County employees and officers. The proposed revision is administrative in nature and updates the associated website and contact phone number to ensure accurate and accessible reporting information.

**ATTACHMENTS:**

- A. Board Policy C-35 Redline**
- B. Board Policy C-35 Final Draft**

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**1 of 7**

Policy:

In the spirit of sound and ethical governance and consistent with California Government Code [§8330-8332](#) (the Citizen Complaint Act of 1997); [§27133\(d\)](#); [§53234-53235.2](#); and other applicable laws and regulations, the County of Riverside Board of Supervisors believe that the ethical conduct of those in public service is of utmost importance to. This policy is set forth in order to address fraud, waste and abuse in county government and establish reasonable standards of ethical conduct for all county employees and officers. It is the intent of this policy to establish minimum expectations relative to employee and officer behavior and conduct in the execution of their duties as representatives of the county.

1. Scope

This policy applies to all County of Riverside employees and officers, (hereinafter employees). This policy is not intended to be all-inclusive or address every possible eventuality or circumstance. Instead, it is intended to establish reasonable standards and provide guidance relative to the ethical conduct of county employees while fulfilling the expectations of county residents.

2. Interpretation

This policy does not replace the County of Riverside's Code of Ethics as approved by the Board of Supervisors, January 29, 1991. Furthermore, this policy does not supplant any of the County of Riverside's labor contracts or Memoranda of Understanding (MOUs). Should this policy conflict with any law, regulation, or labor contract of which the county or its employees may be subject, that law, regulation, or contract shall take precedence. In the event this policy conflicts with any precedent or past practice of the county, management will resolve that conflict by means consistent with established procedures or practices.

3. Definitions

**Fraud, waste and abuse:** Any illegal, wasteful, or improper activity involving county assets or resources. It includes theft by means of deception, deceit, or trickery; willful misrepresentation to obtain something of value; and, the extravagant, careless or needless expenditure or consumption of county resources, whether intentional or not.

**Fraud:** Theft by means of deception, deceit, or trickery. Examples include but are not limited to: Forging or altering a county warrant or check; charging personal expenses to the county; or claiming overtime when not worked.

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**2 of 7**

**Waste:** The unnecessary or pointless consumption of resources, time, or labor. Examples include but are not limited to: Using more of something when less will do; performing tasks which do not need to be performed; or maintaining excessive inventories.

**Abuse:** Misuse of power, authority, or control. Examples include but are not limited to: using one's authority to direct employees to perform non-county related work; causing employees to work overtime without compensation; or using county tools, equipment or assets for non-county business without proper permission.

Additional definitions of terms relating to Fraud, waste and abuse include:

**Asset:** Anything of value, whether tangible or intangible. Examples include but are not limited to: Cash, tools, fuel, office supplies and time.

**Chairman of the Fraud, Waste and Abuse Prevention Committee:** A function of the County Auditor-Controller, who in this capacity in conjunction with management from other county departments, is responsible for the enforcement of this policy and the investigation of suspected violations of it, unless said duties are otherwise prescribed by the Board of Supervisors or appropriately delegated.

**Code of Ethics:** The County of Riverside's Code of Ethics as approved by the Board of Supervisors, January 29, 1991.

**Conflict of Interest:** Any circumstance in which the interests, duties, obligations, or activities of an employee or an employee's immediate family member are in conflict or incompatible with the interests of the county; the duties and obligations of the employee; or his or her capacity as an employee. Examples include but are not limited to: county employees bidding on county contracts; influencing county policy or activities for personal gain; or disclosing confidential county information to a friend or relative in order to assist them or oneself.

**County or The County:** The County of Riverside, California.

**Employee:** Any individual classified by the County's Human Resources Department as a full-time, part-time, seasonal, temporary full-time, temporary part-time or per diem employee or officer of the county.

**Gifts:** Any payment or item that gives a personal benefit to the recipient to the extent that something of equal or greater value is not received and includes a discount or rebate, unless the discount or rebate is available to all members of the public.

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**3 of 7**

**Immediate Family:** A spouse or dependent child of the employee.

**Reasonable Person:** Any person of average competence and ability to reason.

**Third party:** Any person or entity other than an employee of the county, or the county itself.

4. Expectations

County employees shall adhere to and uphold the County's Code of Ethics both in practice and in spirit. It is expected that employees act in the public's interest first and not their own. It is further expected that their behavior, both on the job and off, reflects positively on the county, its reputation, and its employees. Pursuant to this policy, an employee's duties and responsibilities include, but are not limited to:

- a. **Duty to protect the reputation of the county:** It is the duty of every employee to uphold and protect the good reputation of the county and his or her fellow workers.
- b. **Duty to obey the law:** It is the responsibility of every employee to obey the law in the execution of his or her duties. Ignorance of the law or a particular regulation may not be considered an excuse for committing a violation or oversight.
- c. **Duty to comply with county policies:** It is the responsibility of every employee to comply with all county policies.
- d. **Conflicts of interest must be avoided:** In the broadest sense of the meaning, no employee shall engage in a behavior which may appear to be or give rise to a conflict of interest between him or herself and that employee's official capacity or duties. Should a conflict of interest arise, the employee involved shall report it in the manner described in section 5 below.
- e. **Disqualification from acting on county business:** An employee shall disqualify him or herself and refuse to act on any matter in which he or she, a member of his or her immediate family, or another employer of the employee has a financial interest.
- f. **Prohibition of certain financial interest or activity:** No employee, regardless of any prior disclosure, who has a material interest, personally or through a member of his or her immediate family, in any business entity doing or seeking to do business with the county shall influence or attempt to influence the selection

**COUNTY OF RIVERSIDE, CALIFORNIA**  
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**STANDARDS OF ETHICAL CONDUCT TO ADDRESS**  
**FRAUD, WASTE AND ABUSE**

**Policy**  
**Number**  
**C-35**

**Page**  
**4 of 7**

of the business entity or making of a contract between such business entity and the county.

- g. **Solicitation of gifts or loans is prohibited:** No employee shall solicit anything of monetary value (even such things which might be returned or repaid) if it would appear to have been solicited with the intent of obtaining something in return. Nothing shall prohibit contributions or gifts, including political contributions, which are reported in accordance with applicable law or which are accepted on behalf of the county.
- h. **Gifts in excess of the annual gift limitation amount are prohibited:** No employee or family member of an employee shall accept gifts that exceed an aggregate value of the adjusted annual gift limitation amount in accordance with Government Code section 89503 in any twelve (12) consecutive months from an individual or entity that is doing business with the county.
- i. **Improper disclosure of privileged, personal, or confidential information:** No employee shall intentionally disclose privileged, personal, or confidential information for the purpose of damaging the reputation, credibility, or public image of the county, another employee, or any other person. Privileged, personal, or confidential information does not include information which is a matter of public knowledge or which is available to the public on request.
- j. **Improperly using one's county employment:** No employee shall use or permit the use of any county assets for non-county purpose which is for the private benefit of the employee or any other person unless available on equal terms to the general public (such as the use of the library or parks).
- k. **Improper influence:** No employee, except in the course of his or her official duties, shall assist any person in any transaction with the county when such employee's assistance would appear to a reasonable person to be enhanced by that employee's position with the county for their own personal benefit. This subsection shall not apply to any employee appearing on his own behalf or representing himself as to any matter in which he has a proprietary interest, if not otherwise prohibited by law.
- l. **Duty to identify, report, and work to eliminate fraud, waste and abuse:** It is the responsibility and duty of every employee to identify, report, and work to eliminate fraud, waste and abuse at all levels of the county's administration and operations. Employees are encouraged to bring to the attention of management any opportunity to reduce or eliminate fraud, waste and abuse.

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS**  
**FRAUD, WASTE AND ABUSE**

**Policy**  
**Number**  
**C-35**

**Page**  
**5 of 7**

- m. **Duty to cooperate:** It is the duty of every employee to cooperate in an investigation involving a violation or an alleged violation of this policy. Upon the county's request, an employee will participate and fully cooperate in any investigation. This policy does not preclude an employee from exercising his or her Constitutional rights or those afforded to him or her by a county recognized labor contract. However, the exercising of one's rights does not preclude the county from disciplining an employee for his or her failure to participate or cooperate in an investigation if the county may lawfully do so.
- n. **Handling of anonymous complaints or allegations of violations of this policy:** Employees are prohibited from attempting to identify or intentionally exposing the identity of any party making an anonymous report or complaint pursuant to this policy.

## 5. Reporting

Employees are expected to report all violations or suspected violations of this policy using the established anonymous incident reporting system in a timely and professional manner.

The county recognizes that the reporting party may desire or require anonymity. Thus, anonymous reports or concerns may be reported by any party, at anytime by way of the county's anonymous incident reporting system hosted by a third party provider. Reporting parties may use the anonymous incident reporting system via the Internet by going to <https://auditorcontroller.org> <https://www.RivcoFraudHotline.com> or via telephone by calling (800) 461-9330 (833) 590-0004. It is the duty of every employee to report any known violation of this policy or what would appear to a reasonable person to be a violation of this policy. Employees are reminded that they may use the anonymous incident reporting system to report suspected fraud; misuse of county resources by County employees, vendors, or contractors; and significant violations of County policy. Examples of reportable offences include:

- Theft
- Conflicts of interest
- Misuse of County equipments or vehicles
- Embezzlement
- Bribes and kickbacks
- Abuse of work hours
- Inappropriate use of County credit cards or P-Cards

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**6 of 7**

Personnel issues or complaints (i.e., employee discrimination, favoritism, mistreatment, violence in the workplace, harassment, and safety concerns) should be reported to Human Resources Department.

It is a violation of this policy to retaliate against an employee who makes a report using the county's anonymous incident reporting system under California Labor Code 1102.5 and 1106. The California State Attorney General's Whistleblower Hotline number is (800) 952-5225.

**6. Investigation and Enforcement**

All violations or alleged violations of the policy will be investigated. As stated above, it is the duty of every employee to cooperate in an investigation involving a violation or an alleged violation of this policy. Upon the request of the county, an employee will participate and fully cooperate in any investigation, whether conducted by the county or its agent(s).

If as a result of a good faith investigation and a resultant reasonable conclusion that a violation of this policy has occurred, the offending employee will be subject to disciplinary action up to and including termination.

**7. Acknowledgement**

Within 90 days of the Board of Supervisors' approval of this policy, department heads shall have all current employees provide written acknowledgement that they have received and read this policy. All employees hired after the Board of Supervisors' approval of the policy, will be required to provide written acknowledgement that they have received and read this policy at the time of hire. The required acknowledgement form is provided as Attachment 1.

The Failure of an employee to acknowledge this policy (regardless of means) does not absolve that employee of his or her responsibilities pursuant to it, nor does it preclude that employee from being disciplined or terminated for violating it.

**Reference:**

Minute Order 3.19 of 09/01/09  
Minute Order 3.12 of 10/16/12  
[Minute Order XXX of XX/XX/26](#)

**COUNTY OF RIVERSIDE, CALIFORNIA  
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**Subject:  
STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number  
C-35**

**Page  
7 of 7**

**Attachment 1**

**Acknowledgement of County of Riverside Board of Supervisors Policy  
Standards of Ethical Conduct to Address Fraud, Waste and Abuse**

I have received a copy of and I am fully aware of the County of Riverside's Standards of Ethical Conduct. I agree to abide by the terms of this policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form shall be retained in department files.

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**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**1 of 7**

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**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**2 of 7**

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**3 of 7**

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**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**4 of 7**

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**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS**  
**FRAUD, WASTE AND ABUSE**

**Policy**  
**Number**  
**C-35**

**Page**  
**5 of 7**

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**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**STANDARDS OF ETHICAL CONDUCT TO ADDRESS  
FRAUD, WASTE AND ABUSE**

**Policy  
Number**  
**C-35**

**Page**  
**6 of 7**

Personnel issues or complaints (i.e., employee discrimination, favoritism, mistreatment, violence in the workplace, harassment, and safety concerns) should be reported to Human Resources Department.

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**6. Investigation and Enforcement**

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**7. Acknowledgement**

Within 90 days of the Board of Supervisors' approval of this policy, department heads shall have all current employees provide written acknowledgement that they have received and read this policy. All employees hired after the Board of Supervisors' approval of the policy, will be required to provide written acknowledgement that they have received and read this policy at the time of hire. The required acknowledgement form is provided as Attachment 1.

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**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:  
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FRAUD, WASTE AND ABUSE**

**Policy  
Number  
C-35**

**Page  
7 of 7**

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I have received a copy of and I am fully aware of the County of Riverside's Standards of Ethical Conduct. I agree to abide by the terms of this policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form shall be retained in department files.

**Flores, Kate**

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**From:** Acquia Mail  
**Sent:** Monday, May 4, 2026 12:22 PM  
**To:** ba4612442@gmail.com  
**Cc:** Clerk of the Board  
**Subject:** Request to Speak Web Submission



Thank you for submitting your request to speak. The Clerk of the Board office has received your request and will be prepared to allow you to speak when your item is called. To attend the meeting, please call (669) 900-6833 and use **Meeting ID # 864 4411 6015 . Password is 20260505**. You will be muted until your item is pulled and your name is called. Please dial in at 9:00 am with the phone number you provided in the form so you can be identified during the meeting.

Submitted on May 4, 2026

Submitted values are:

**First Name**

B

**Last Name**

Anderson

**Address (Street, City and Zip)**

Rancho Mirage, 92270

**Phone**

760-324-9637

**Email**

ba4612442@gmail.com

**Agenda Date**

05/05/2026

**Agenda Item # or Public Comment**

3.20

**Do you need a Spanish translator?**

No

Online

Did not speak

Riverside County Board of Supervisors  
Request to Speak

Submit request to the Clerk of the Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form. The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board.

SPEAKER'S NAME: Brad Anderson

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Agenda # 3.20

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

\_\_\_\_\_ Support \_\_\_\_\_ Oppose \_\_\_\_\_ Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

\_\_\_\_\_ Support \_\_\_\_\_ Oppose \_\_\_\_\_ Neutral

I give my 3 minutes to: \_\_\_\_\_

Parking validations available for speakers only – see Clerk of the Board.

(Revised: 04/23/2025)

## BOARD RULES

### Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES. The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board.

### Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, ensuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo. **Speakers are prohibited from bringing signs, placards, or posters into the hearing room.**

### Individual Speaker Limits:

**Individual speakers are limited to a maximum of three (3) minutes.** The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board. Please step up to the podium when the Chair calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chair adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

### Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chair's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### Addressing the Board & Acknowledgement by Chair:

The Chair will determine what order the speakers will address the Board and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the public and/or meeting participants. Such behavior, at the discretion of the Board Chair may result in removal from the Board Chambers by Sheriff Deputies.