



**EL DORADO COUNTY
HEALTH AND HUMAN SERVICES AGENCY**

**Daniel Nielson, M.P.A.
Director**

Public Housing Authority

**EL DORADO COUNTY PUBLIC HOUSING AUTHORITY (PHA) - CA151
CODE OF CONDUCT**

All employees, officers and agents of the PHA are responsible for honesty and professional conduct in carrying out assigned duties and responsibilities. The following are considered the Standards of Conduct for the El Dorado County Housing Authority.

1. Do not accept any money, gifts, services, loans, entertainment or anything else of value from applicants, tenants or landlords.
2. Do not request, coerce or threaten any person to do something for you as a condition of participating or remaining in an assisted housing program.
3. Do not process an application for a relative or a business partner without prior approval of the appropriate officials.
4. Do not give to any person favored treatment that is not permitted by laws or local policies.
5. Do not encourage or coach applicants, tenants or landlords to ignore or violate any rule or policy.
6. Do not ignore or fail to pursue questionable response from applicants, tenants or landlords or to appropriately investigate suspected violations.
7. Do not falsely create, forge or alter any documents that are used to determine eligibility or level of benefits in an assisted housing program.
8. Do not submit or process any documents for nonexistent tenants/homebuyers or scheme with actual applicants, tenants or landlords to share any program benefits.
9. All applicant/tenant files should be kept under lock and key in a physically secure location and handled with care and accountability by all staff.
10. Any discussion of information in applicant/participant files should be limited to staff that are involved with the file for a business purpose only.
11. All information needed to determine eligibility of applicants/participants is private and confidential in nature. The information obtained on applicants/participants will be used only for the purpose of determining eligibility and tenant payment for the program.
12. No information will be released from staff without prior written consent from the family.

Should any violations occur by staff of the PHA, appropriate disciplinary actions will be taken in accordance with El Dorado County Human Resources policy and procedures and may be a warning, letter of counseling, letter of reprimand, demotion in class or salary step, suspension without pay or termination from employment depending on the gravity of the offense.

El Dorado County Public Housing Authority – CA151
Code of Conduct

All PHA employees are provided with this Code of Conduct upon hiring and must sign that they have read and understand these standards of conduct and will not violate the above listed prohibitions and further understand there will be administrative or criminal penalties for doing so.

Daniel Nielson, Executive Director