



Las Vegas Metropolitan Police Department
PURCHASING CODE OF ETHICS

Adopted by: Sharon Hauht,
CPSM, C.P.M.,
Purchasing Manager
November 9, 2016

1. STANDARD

The LVMPD purchasing and contractual activities will be conducted in a manner that is independent, impartial, free of conflict of interest, fosters public confidence in the integrity of the LVMPD procurement organization, is fair for the public good and not for personal gain.

2. RESPONSIBILITIES

Per NRS 281A.160, a "Public Officer" is a position which involves the exercise of a public power, trust or duty, which includes the expenditure of public funds. All LVMPD Public Officers and employees or agents who initiate, direct, approve, or otherwise take part in the expenditure of LVMPD funds ("public money") shall adhere to prevailing ethical standards.

3. GUIDELINES

- (1) Public Officers, employees and agents shall apply ethical standards by considering whether or not there exists either a "real" or "perceived" personal conflict of interest, as would be viewed by a neutral third party.
- (2) Public Officers, employees or agents shall not participate directly or in directly in any proceeding, application, request for ruling or other determination, claim, controversy, or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal in which, to the Public Officer's, employee's or agent's knowledge
 - (A) The employee or any member of the employee's immediate family has a financial interest;
 - (B) A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest; or
 - (C) Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is a party.
- (3) Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, influencing the content of any specification for procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal.
- (4) Public Officers, employees and agents shall not accept kickbacks in the form of any payment, gratuity or offer of employment, made by or on behalf of a supplier or on behalf of a supplier or contractor, as an inducement for the award of a contract or order.
- (5) Current or former Public Officers, employees and agents shall not knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated person gain of another person.
- (6) Upon discovery of a possible conflict of interest, the Public Officer, employee or agent shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction involved.
- (7) Any Public Officer, employee or agent who may, has, or obtains any benefit from any LVMPD contract with a business in which the employee has a financial interest shall promptly disclose and report such benefit.
- (8) Reference the guidelines for these standards in the following documents:



Las Vegas Metropolitan Police Department
PURCHASING CODE OF ETHICS

Adopted by: Sharon Hauht,
CPSM, C.P.M.,
Purchasing Manager
November 9, 2016

- (A) [N.R.S. 281A.160](#) – Public Officer
 - (B) [N.R.S. 281A.400](#) – Ethics in Government
 - (C) [Institute for Supply Management, Principles & Standards of Ethical Supply Management Conduct](#)
 - (D) [National Institute of Governmental Purchasing \(NIGP\) Code of Ethics](#)
- (9) (*Federal funded Projects*) No Public Officer, employee or agent may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the LVMPD may neither solicit nor accept gratuities, favors, or anything of monetary value from suppliers or parties to subcontracts.
4. Employees, officers or agents who are caught violating these standards of conduct will be subject to appropriate disciplinary actions to be applied for violations up to and including termination.