

THE ETHICS CHECKLIST

ECAs to calendar the following dates:

GIFT DISCLOSURE (Form 9) if any permitted gifts received OVER \$100

March 15: Prepare Gift Disclosure (Form 9) for October-December of prior year to file by March 30

June 15: Prepare Gift Disclosure (Form 9) for January-March of current year to file by June 30

September 15: Prepare Gift Disclosure (Form 9) for April-June of current year to file by September 30

December 15: Prepare Gift Disclosure (Form 9) for July-September of current year to file by December 30

FINANCIAL DISCLOSURE (Form 6)

Calendar June 1 to start work on it. Due every year by July 1 for CM, but it is for finances for the prior calendar year

ETHICS TRAINING (4 hours per year)

Calendar for September 1 to check on number of hours completed. (you don't want to wait until December to finish up the hours.)

Mark when completed:

March Gift Disclosure: _____

June Gift Disclosure: _____

September Gift Disclosure: _____

December Gift Disclosure: _____

Financial Disclosure Form: _____

Ethics Trainings Completed (required--4 hours per calendar year):

Examples of Forms You Can Create

GIFT LOG

Date Received From Who? Type of Gift Value Who used it? Form 9?

MEETINGS OUTSIDE OF CITY HALL (ex.: Town Hall Meetings)

Date Location of Meeting Date Approved by Ethics or OGC

TRAVEL

(This is for travel that is **NOT** paid for by the City.)

Date of Travel Purpose? Who Paid? Must be approved by OGC and Ethics

LOBBYIST REGISTRATION AND ISSUE CHECK

Meeting Date Lobbyist Name Issue registered?

TOP TEN DANGER AREAS--ETHICS

Carla Miller, Ethics Director, July 2018 (ethics@coj.net)



1.

TAKING THINGS; (\$100 GIFT LIMIT)



2.

ASKING FOR THINGS



3.

GOING PLACES



4.

NOT FILING DISCLOSURES



5.

CONFLICTS BETWEEN YOUR PERSONAL LIFE AND CITY DUTIES



6.

MISUSING YOUR POSITION



7.

VOTING CONFLICTS



8.

TALKING TO OTHERS (SUNSHINE VIOLATIONS)



9.

DESTROYING PUBLIC RECORDS



10.

NOT ASKING QUESTIONS!!