

Ethics Law

ARTICLE I. PURPOSE

The purpose of this law is to create the Jefferson County Ethics and Disclosure Law in compliance with Article 18 of the New York State General Municipal Law. The citizenry of Jefferson County are entitled to expect exemplary ethical behavior from their county officers, employees and appointed officials, and this law is intended to create the minimum standards which constitute that behavior. This legislation recognizes that varying degrees of professional and governmental responsibility warrant equitable requirements of disclosure in pursuit of official integrity, which must be balanced against individual constitutional rights. Any particulars not determined in this law shall be construed within the provisions of General Municipal Law Article 18.

ARTICLE II. DEFINITIONS

Unless otherwise indicated, the following terms shall be defined such for the purpose of the Jefferson County Ethics Law:

- (A) Agency means any of the divisions of County government referred to in subdivision (E) of this Article except the Board of Supervisors.
- (B) Ethics Board pursuant to Article 18 of General Municipal Law means the Board of Ethics of the County of Jefferson.
- (C) Board means the governing body of Jefferson County.
- (D) Child means any son, daughter, stepson or stepdaughter of a County officer, employee, or elected official if such child is under 18 or is a dependent of the officer, employee of appointed official as defined in the Internal Revenue Code Section 152 (a) (1) and (2) and any amendments thereto.
- (E) County means the County of Jefferson or any department, board, executive division, institution, office, branch, bureau, commission, agency, legislature or other division or part thereof.
- (F) Interest means a direct or indirect pecuniary or material benefit accruing to a County officer,

employee or appointed official, his or her spouse, or child whether as the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract of (i) his/her spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or his/her spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or his/her spouse or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by an officer, employee or appointed official, or his/her spouse or child.

- (G) Legislation means a matter which appears upon the calendar of the Jefferson County Board of Supervisors or upon a committee thereof upon which any official action has been taken and shall include adopted acts, local laws, or resolutions.
- (H) Officer or employee means any officer or employee of the County of Jefferson and any elected officials, appointed officials and heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of Jefferson whether paid or unpaid.
- (I) County elected official means a member of the County's governing body, the County Clerk, the District Attorney, the County Treasurer or the Sheriff.
- (J) Appointed official means any individual who is appointed by the Chairman of the County governing body, the County governing body, or anyone having authority to appoint derived from either of the foregoing, to any agency, institution, department, office, branch, division, council, commission, board or bureau, whether unpaid or paid.

- (K) Relative means a spouse or child of a County officer, employee or appointed official.
- (L) Reporting officer, employee or appointed official means an officer, employee or appointed official or a candidate for County elected office who is required to complete and file an annual statement of financial disclosure pursuant to this Local Law.
- (M) Spouse means the husband or wife of an officer, employee or appointed official subject to the provisions of this Local Law unless legally separated from such officer, employee or appointed official.
- (N) Jurisdiction shall mean having authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the County agency in which she/he is an officer, employee or appointed official.
- (O) Reporting Category for the purpose of completing the financial disclosure reports means the category of interest, income, value or worth of said reported items. No exact dollar amounts are to be included in the completion of the statements of financial disclosure; rather all amounts are to be indicated using the following categories:
- | | |
|--------------------------|---------------------------|
| “A”. \$0 - 5,000 | “D”. \$60,001 - \$100,000 |
| “B”. \$ 5,001 - \$20,000 | “E”. Over \$100,001 |
| “C”. \$20,001 - 60,000 | |
- (P) Chief Elected Official means, for the purposes of interpreting this local law only, the Chairperson of the County governing body of his or her designee.

ARTICLE III. CODE OF ETHICS

A. Prohibited Activities

It is the policy of the County that all officers and employee must avoid conflicts or potential conflicts of interest. A conflict or a potential conflict exists whenever an officer, employee or their relative as defined herein above has an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual's judgment in the discharge of his or her responsibilities. No officer, employee or their relatives shall:

1. Take action or participate in any manner whatsoever in his or her official capacity in the discussion, negotiation or the awarding of any contract or in any business or professional dealings with the County or any agency thereof in which the official or employee has or will have an interest, direct or indirect, in such contract or professional dealings.

2. Engage in, solicit, negotiate for or promise to accept private employment or render services for his or her personal benefit when such employment or service creates a conflict or impairs the proper discharge of his or her official duties.

3. Solicit, directly or indirectly, any gifts, or receive or accept any gift having the value of SEVENTY-FIVE (\$75.00) DOLLARS, or more, whether in form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her, in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

4. Disclose confidential financial information or other information required to be kept confidential by statute, law, rule or regulation, acquired in the course of his or her official duties, or use such information to further his or her personal interest.

5. Take action on a matter before the County or any instrumentality thereof when, to his or

her knowledge, the performance of that action would provide a pecuniary or material benefit to himself or herself.

ARTICLE IV. DISCLOSURE OF INTEREST - TRANSACTIONAL

A. IMMEDIATE DISCLOSURE - CONFLICTS/INTERESTS

1. Any officer or their relative who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Board of the County or by any other official, board, agency, officer or employee of the County, and who participates in the discussion before or who gives an opinion or gives advice to any board, agency or individual considering the same, shall as soon as reasonably possible, publicly disclose on the official record the nature and the extent of such interest.

2. Any officer or employee of the County, or their relative, who has knowledge of any matter being considered by any board, agency, officer or employee of the County in which matter he or she has or will have or intends to acquire any direct or indirect interest, shall be required immediately to disclose, in writing, his or her interest to such board, agency, officer or employee, and the nature and the extent thereof, to the degree that such disclosure gives substantial notice of any potential conflict of interest.

B. LISTING OF POSITIONS - ANNUAL DISCLOSURE REQUIRED

1. List - Amendment

Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a resolution

of the Board as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Ethics Board within five (5) days of its adoption.

2. Annual Review; Amendment

Unless there are no changes to "Appendix B" attached hereto, as may have been amended hereunder, on or before January 25th of each year for which the employment is in effect, the Chief Elected Official shall promulgate a list of all positions required to provide financial disclosure. While creation of said list is mandatory, the act of determining its contents is discretionary in nature, subject to the requirements of this local law and Article 18 of the New York State General Municipal Law. After review by the Personnel Committee, such list shall be transmitted in the form of a Resolution amending Appendix B hereof, for action and adoption by the Board.

C. ANNUAL FINANCIAL DISCLOSURE

1. Filing; Deadline

Financial disclosure shall be accomplished by the completion of a copy of the Financial Disclosure Form attached to this law as "Appendix A", which is fully incorporated into this law by this reference. Financial disclosure shall be required through the discretionary designation of the Board, as stated in Article IV Section (B) above, and is applicable to those persons as defined in Article II, sections (H), (I), and (J) above, and to those who may not fall within the specific purview of this section but are, with proper discretion, deemed to be "policy making" within the construction of Article 18 of the New York State General Municipal Law, and whose position is listed in Appendix B as amended. This form shall be completed and filed with the Ethics Board on or before May 15 of each year for which the employment is in effect.

2. Multiple Filings

A person who is subject to the financial disclosure filing requirements from more than one municipality may satisfy the requirements of this local law by filing only one annual statement of financial disclosure with one municipality, and filing a notice with the appropriate officials of the other(s) that such filing has been made. Such notice shall include the date and place of the filing, and a copy of the financial disclosure form so filed.

3. Automatic Extension of Time to File

Any person who is subject to the reporting requirements of this local law, and who shall timely file with the Internal Revenue Service an application for automatic extension of time in which to file his/her individual income tax return for the immediately preceding calendar or fiscal year, which would extend filing with the IRS beyond May 15 of the reporting year, shall be required to submit notice of said application on or before April 15 of the reporting year to the Ethics Board. Such person shall file a disclosure form, complete except for only those portions stated to be within the application to IRS for automatic extension, on or before May 15 of the reporting year. A supplementary statement, containing all item(s) as were incomplete on the annual statement of financial disclosure shall be filed. There shall be no liability under Article VIII of this local law, if said supplementary statement is filed within fifteen (15) days of the expiration of the automatic IRS extension.

4. Extensions for Cause Shown

Any person who is required to file an annual statement of financial disclosure may request,

prior to May 1 or 15 days prior to the date the filing would otherwise be due, of a year for which the employment is in effect, an extension of time to file for an additional specific period. Such request shall be made in writing to the Ethics Board, with approval based upon substantiation of justifiable cause of undue hardship. The Ethics Board may grant or deny the request, by vote of the membership, and extensions shall be for no longer than the specific period of additional time requested.

5. Filing for New Appointees; Amendments; Candidates

Any person required to file an annual statement of financial disclosure who becomes so required, experiences a change in reporting levels, becomes a candidate for County elected office, or is appointed to an office of employment with the County after April 15th, shall file the appropriate annual statement within thirty (30) days of the date upon which the change becomes effective, the candidacy becomes official or the office of employment commences. The Ethics Board may grant, upon written application, an extension of no more than thirty (30) additional days to a person filing pursuant to this paragraph upon finding that additional time is needed to file. Further extensions may only be granted for cause, upon a request made under the provisions of Article IV, Section C, Paragraph 4.

6. Exemption of Spousal/Dependent Disclosure

Any person required by this law to file an annual financial disclosure statement may request an exemption from any requirement to report one or more items of information which pertain to such person's spouse or children. Such request must be made to the Ethics Board with appropriate supporting documentation for consideration according to the Ethics Board's rules concerning same. No exemption may be granted except upon a finding by at least a majority of the total number of

members of the Ethics Board without vacancies that: (a) the reporting individual's spouse, on his or her own behalf or on behalf of an unemancipated child, objects to providing the information necessary to make such disclosure, and (b) that the information which would otherwise be required to be reported will have no material bearing on the discharge of the reporting person's official duties. If such request for exemption is denied, in whole or in part, the Ethics Board, in its written decision, shall inform the person of his or her right to appeal the determination pursuant to Article Seventy-Eight of the Civil Practice Law and Rules. The Ethics Board shall adopt rules and regulations governing the procedure for submission of such requests and the issuance of its decisions.

ARTICLE V. ANNUAL CODE OF ETHICS REVIEW

Every official, officer and employee is required to attest on an annual basis that he or she has reviewed the Code of Ethics for the County of Jefferson, to be made on or before March 31 of the year for which the employment is in effect. Said attestation is to be filed with the Ethics Board.

Article VI. ETHICS BOARD

A. Establishment; Appointments; Quorum

1. The Jefferson County Board of Supervisors, pursuant to Article 18 of the New York State General Municipal Law, hereby establishes the Jefferson County Board of Ethics, which shall be charged with the general responsibility for ensuring full compliance with this code of ethics and disclosure.

2. The Ethics Board shall consist of three (3) MEMBERS APPOINTED BY THE Board. No more than one (1) shall be of the same enrolled party affiliation. One (1) and only one (1) member shall be an elected or appointed officer or employee of the County or a Municipality located within the County. A majority vote of the entire Board shall be required for appointment. In the event of a vacancy, such succeeding member shall be appointed by the Chief Elected Official and shall be of the same party of his/her predecessor.

3. Any action of the Ethics Board requires two (2) affirmative votes and the presence of two (2) members shall constitute a quorum.

B. Reimbursement; Terms; Vacancies

1. Members of the Ethics Board shall serve without compensation, but shall be entitled to reimbursement of reasonable expenses and mileage in accordance with rules established by the Board. Members of the Ethics Board shall be construed under this local law as policy-making officials, and thus be subject to all of the appropriate ethics and disclosure requirements.

2. The members of the Ethics Board shall serve staggered three (3) year terms, provided that the first appointments to the Ethics Board shall be as follows: one (1) member, appointed for a one (1) year term; one (1) member appointed for a two (2) year term; and one (1) members appointed for a three (3) year term. Members of the Ethics Board shall not service more than two (2) full three(3) year terms.

3. Vacancies shall be filled for the remainder of the term of the predecessor.

C. Removal

In addition to penalties defined specifically for violation of the Jefferson County Ethics Law, and other pertinent sections of the local state and federal law, members of the Ethics Board may be removed for cause by the Chief Elected Official with the occurrence of two thirds of the Board. Prior to removal, the Ethics Board member shall be given written notice of the grounds for removal and an opportunity to reply.

D. Powers and Duties

1. Statutory Powers

The Board of Ethics shall possess all power and duties authorized by Section 808 of the General Municipal Law, as same may be amended.

2. Filing Repository

The Board of Ethics shall be the repository for completed annual statements of financial disclosure, pursuant to Section 808(5) of the General Municipal Law and Article IV herein and such written instruments, affidavits and disclosures as required under this local law.

3. Necessary and Proper Powers

The Board of Ethics shall possess, exercise and enjoy all the rights and powers and privileges necessary and proper to the enforcement of the Code of Ethics and the completion and filing by reporting officers, employees and appointed officials of the County of annual statements of financial disclosure required by this act.

4. Regulatory Powers; Rule Promulgation

The Board of Ethics shall promulgate rules and regulations in furtherance of its powers and duties enumerated herein. Said rules and regulations shall include rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of the civil penalties herein authorized. The Board of Ethics shall have the power to subpoena any individual, whether or not a County officer, employee or appointed official, and any document or thing which the Board of Ethics deems necessary to the resolution of any pending adjudicatory proceeding or matter.

5. Advisory Opinions

The Board of Ethics shall render advisory opinions in writing to officers, employees and appointed officials of the County regarding specific matters pertaining to potential conflicts of interest, filings and reporting categories with respect to this Local Law and Article 18 of the General Municipal Law. Such opinions shall be rendered only upon written request by the officer, employee or appointed official concerning only the subject of the inquiry as it pertains to the requesting individual's own filing requirements or inquiry.

6. Opinion Disclosure

Opinions shall not be made public or disclosed unless required by the Freedom of Information Law (Public Officers Law Article 6) in which case the identity of the person requesting the opinion shall not be disclosed, or required for use in a disciplinary proceeding or proceeding under Article VII of this Local Law involving the officer, employee or appointed official who requested the advisory opinion. Whenever a request for access to an advisory opinion herein is received, the officer, employee or appointed official who originally requested the opinion shall be

notified of the request within forty-eight (48) hours of the receipt of the request. Under no circumstances shall the "Reporting Categories" be disclosed to the public, as stated in the New York State General Municipal Law Section 813.18(a) (1).

7. Legal Counsel

The Jefferson County Attorney may provide counsel to the Board of Ethics upon request. In the event of a conflict involving the Office of the Jefferson County Attorney, the Board of Ethics shall so advise the Chief Elected Official, who may authorize another attorney, admitted to practice in the State of New York, to serve as counsel to the Board of Ethics.

8. Support Staff

The Ethics Board shall be empowered to request from the Board or the Chief Elected Official support staff assistance in furtherance of its duties and responsibilities.

9. Clerical Staff

The Confidential Secretary to the County Attorney may assist the Ethics Board for the purpose of (1) receiving and filing all disclosure forms, correspondence and documentation of behalf of the Ethics Board, (2) directing and disseminating correspondence, documents, notices, etc. To the Ethics Board members, and (3) such other clerical duties as the Ethics Board may direct, to the extent that other clerical staff have not been provided by the County Board or Chief Elected Official.

ARTICLE VIII. PENALTIES

1. Civil Penalty; Referral

A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who knowingly and willfully with intent to deceive makes a false statement of gives information which such individual knows to be false on such statement of financial disclosure filed pursuant to this section shall be assessed a civil penalty in an amount not to exceed TEN THOUSAND (\$10,000) DOLLARS. Assessment of a civil penalty hereunder shall be made by the Ethics Board. For a violation of this section other than for conduct which constitutes a violation of subdivision twelve of section seventy-three of the Public Officers Law, the Ethics Board may, in lieu of a civil penalty, refer a violation to the appropriate prosecutor and upon such conviction, but only after such referral, such violation shall be punishable as a Class A misdemeanor. A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is falsely understated. Upon an appropriate determination and vote, the Ethics Board may file a written recommendation with the Chief Elected Official or other disciplinary body, establishing grounds for removal for cause, in accordance with other provisions of Jefferson County Laws, rules, regulations or policies governing conduct of officers, officials and employees. Notwithstanding any other provision of law to the contrary, no other penalty, civil or criminal may be imposed for a failure to file, or for false filing, of such statement, except that the appointing authority may impose disciplinary action as otherwise provided by law.

2. Rules of Procedure

The Ethics Board shall adopt rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of the civil penalties herein authorized. Such rules shall provide for due process procedural mechanisms substantially similar to those set forth in Article Three of the State Administrative Procedure Act, but such mechanisms need not be identical in terms or scope.

3. Appeal

Assessment of a civil penalty shall be final unless modified, suspended or vacated within thirty (30) days of imposition and upon becoming final shall be subject to review at the instance of the affected reporting individual in a proceeding commenced against the Ethics Board pursuant to Article Seventy- Eight of the Civil Practice Law and Rules.

ARTICLE IX. ANNUAL STATEMENT OF FINANCIAL DISCLOSURE

The Board hereby designates the "Financial Disclosure Form" attached as Appendix A, as incorporated by reference, as the annual statement of financial disclosure for the purpose of fulfilling the requirements of the Jefferson County Ethics and Disclosure Law and the General Municipal Law of the State of New York.

ARTICLE X. SEVERABILITY

The various elements of the Jefferson County Ethics Law are explicitly intended to be construed within the application of Article 18 of the New York State General Municipal Law. Should any portion of this law be determined to be unconstitutional, improper, or otherwise void by

any administrative body or court having jurisdiction, said determination shall have no bearing in the severable remainder of this local law.

ARTICLE XI. RECORDS AND MEETINGS OF THE ETHICS BOARD

A. RECORDS

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, only records of the Ethics Board which shall be available for public inspection are:

(1) the information set forth in an annual statement of financial disclosure filed pursuant to this law except the categories of value or amount and any other information deleted pursuant to an exemption granted pursuant to IV 6.C. of this law shall remain confidential;

(2) Notice of Delinquency issued;

(3) Notice of reasonable cause to believe that a violation has occurred, after issuance; and

(4) Notice of civil assessments imposed.

B. MEETINGS

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, no meeting or proceeding of the Ethics Board shall be open to the public, except if expressly provided otherwise by the Ethics Board.

ARTICLE XII. EFFECTIVE DATE

This law shall take effect December 31, 1990.

Appendix A

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE

COUNTY OF JEFFERSON

For the period of **January 1, 2009 through December 31, 2009**

Name and Address

Name

Title

Department or Agency

County Address

County Telephone

Spouse and Children

Provide the name of your spouse (if married) and the names of any dependent children.

Spouse

Child/Age

Child/Age

Child/Age

Child/Age

Child/Age

INSTRUCTIONS

PLEASE COMPLETE THE INFORMATION REQUESTED FOR EACH OF THE AREAS OF POTENTIAL CONFLICT SET FORTH AS ITEMS 1 THROUGH 5 (i.e., Financial Interests, Third-Party Reimbursements, Gifts and Honoraria, Interest in Contracts, Debts and Political Parties).

For the purpose of completing the "Reporting Category" for items 1a through 1d, 2, 3 and 4, no exact dollar amounts are to be included; rather all amounts are to be indicated using the following categories:

- "A" \$ 0 - \$ 5,000
- "B" \$ 5,001 - \$ 20,000
- "C" \$20,001 - \$ 60,000
- "D" \$60,001 - \$100,000
- "E" Over \$100,001

1. **Financial Interests**

- a. Business Positions - list any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization for you, your spouse, and your dependent children, if any, and indicate whether these businesses are involved with the County of Jefferson in any manner.

Family Member	Position	Organization	County Dept. or Agency and Nature of Involvement	Reporting Category
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- b. Outside Employment - Describe any outside occupation, employment, trade, business, or profession held by you, your spouse, and your dependent children, if any, and indicate whether such activities are regulated by any state or local agency, as well as any contract, promise or agreement for future employment with respect to your present employment with Jefferson County.

Family Member	Position	Organization	County Dept. or Agency and Nature of Involvement	Reporting Category
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- c. Investments - Itemize and describe all investments or capital stock above a 5% share of ownership in any business, corporation or partnership, for you, your spouse, or your dependent children, if any. List the location of all real estate within the County, or within five (5) miles of the County, in which you, your spouse, or your dependent children, personally own or have an interest through those holdings listed above.

Family Member	Name and Address of Business	Description of Investment	Reporting Category
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- d. Other Income - Identify the source and nature of any other income from any source not described above, including teaching income, lecture fees, consultant fees, contractual income, or income which you continue to receive from past employment, or other income of any nature, for you, your spouse, and your dependent children, if any.

Family Member	Name and Address of Source	Nature of Income	Reporting Category
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. **Third-Party Reimbursements, Gifts and Honoraria**

Identify and describe the source of any third-party reimbursement for travel-related expenditures in excess of \$250 for any matter that relates to your official duties. The term "reimbursement" includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties. List the source of all gifts aggregating in excess of \$250 received during the last year by you, your spouse, or dependent children, excluding gifts from a relative. Gifts include cash, property, personal items, honoraria, forgiveness of debt and any other payments not reportable as income.

Source	Description and Reporting Category
_____	_____
_____	_____
_____	_____

3. **Interest in Contracts**

Describe any interest of you, your spouse, or your dependent children, if any, in any contract involving the County, or any municipality within the County.

Family Member	Contract Description	Reporting Category
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. **Debts**

Describe all debts of you, your spouse and dependent children in excess of \$5,000.00.

Name of Debtor	Name of Creditor	Reporting Category
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. **Political Parties**

List any position you held within the last five (5) years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with, or a subsidiary of, a political party.

_____	_____
_____	_____

I hereby certify, under penalty of perjury, that the information disclosed on this form is true and complete, to the best of my knowledge.

Signature

Date

JEFFERSON COUNTY ETHICS CODE

ANNUAL CERTIFICATION OF REVIEW

Article VI of the Jefferson County Code of Ethics, enacted by Local Law No. 2 of 1990, as amended provides that:

Every official, officer and employee is required to attest, on an annual basis that he or she has reviewed the Code of Ethics of the County of Jefferson, to be made on or before March 31 of the year for which the employment is in effect. Such attestation is to be filed with the Ethics Board.

I HEREBY CERTIFY that in compliance with the foregoing rule, I have reviewed the Code of Ethics of Jefferson County, and have met the aforesaid review requirement for the current calendar year.

Signature

Print Name

Date

PLEASE FILE THIS CERTIFICATION WITH YOUR ANNUAL FINANCIAL DISCLOSURE STATEMENT.

Appendix B

I. ELECTED OFFICIALS AND DEPUTIES

County Supervisors
District Attorney
County Treasurer
County Clerk
County Sheriff

Chief Assistant District Attorney
Deputy County Treasurer
Deputy County Clerk
Undersheriff

II. APPOINTED OFFICIALS, DEPUTIES AND COUNTY MANAGEMENT

County Administrator
Deputy County Administrator/Clerk of the Board
County Attorney
Senior Assistant County Attorney
Public Defender
Commissioner of Social Services
Deputy Commissioner of Social Services
Superintendent of County Home
Director of Income Maintenance
Accounting Supervisor A
Case Supervisor A
Director of Child Protective Services
County Superintendent of Highways
Deputy County Superintendent of Highways
Highway Operations Manager
Highway Construction and Maintenance Supervisor
Bridge Construction and Maintenance Supervisor
Highway Right of Way Agent
Director of Community Services
Public Health Director
Director of Patient Services
Medical Examiner
Director of Real Property Tax Services
Assistant Director of Real Property Tax Services
Real Property Appraiser
Director of Data Processing
Director of County Planning
Deputy Director of County Planning
Personnel Director
Assistant Employment & Training Director II
Probation Director II
Director of Solid Waste and Recycling
Solid Waste Construction and Maintenance Supervisor
Director of Insurance
Buildings Superintendent

County Auditor
DWI Coordinator
Purchasing Agent
Director of Emergency Management
Director of Office for the Aging
Director of Veterans Service Agency
Director of Weights and Measures II
Youth Bureau Director
Dog Control Officer/Supervisor
County Fire & EMS Coordinator
Chief Clerk, Board of Elections
Senior Clerk, Board of Elections
Senior Code Enforcement Officer

III. JEFFERSON COMMUNITY COLLEGE APPOINTED OFFICIALS AND MANAGEMENT

College President
Administrative Assistant to the President
Academic Dean
Dean of Administration
Dean for Continuing Education
Associate Academic Dean
Dean for Enrollment Management and Student Life
Director Financial Aid and Placement
Director of Community Services
Director Physical Plant
Division Chairpersons
Department Chairpersons
Director of Computer Center
Director of Library/Librarian

IV. APPOINTED BOARDS OR AGENCIES

Community Services Board Members
Board of Elections Commissioners
Community College Board of Trustees
Industrial Development Agency Members
County Planning Board Members
Executive Director of Thousand Islands Bridge Authority
Thousand Islands Bridge Authority Board Members
Soil and Water Conservation District Board Members