



SALT LAKE COUNTY DISCLOSURE STATEMENT

TO: ALL SALT LAKE COUNTY OFFICERS, VOLUNTEERS, AND EMPLOYEES
FROM: OFFICE OF THE DISTRICT ATTORNEY FOR SALT LAKE COUNTY
SUBJECT: STATUTORY ETHICAL AND DISCLOSURE REQUIREMENTS

All Salt Lake County employees, elected and appointed officials, and volunteer board members be aware of and abide by two significant statutes in Utah law which prohibit, or require disclosure of, certain actual or potential conflicts of interest between their public duties and private business interests, if any. The Utah Public Officers' and Employees' Ethics Act (§§ 67-16-1, et seq., U.C.A., 1953 as amended) and the County Officers and Employees Disclosure Act (§§ 17-16a-1, et seq., U.C.A., 1953 as amended) set the following requirements:

PROHIBITED ACTS:

1. No employee, officer or board member shall (1) use County office or employment for private advantage by revealing confidential, controlled, private or protected information gained through that office or employment, (2) use his/her County position to secure special privileges, or (3) accept other employment that would reasonably be expected to interfere with the ethical performance of his public duties.
2. No employee, officer or board member shall knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for him/herself or another if: (1) the gift or loan would reasonably tend to influence him/her in the performance of official duties, or (2) the donor has been, is, or may become involved in any official county business. Exceptions to subparagraph (2) are non-money gifts of a value less than \$50.00, provided such gifts are accepted on an occasional basis; public awards; bona fide business loans; or campaign contributions actually used in a political campaign.
3. No employee, officer or board member, acting in an official capacity, may accept payment for helping a private person or business in any transaction with the county. Payment may be accepted if the transaction is not in the employee's official capacity and disclosure is made as set forth hereafter.
4. Employees may not be involved with any private business which is regulated by the county, may not be involved in any transaction between their private business interests and the county, and may not be involved in any other actual or potential conflict of interest unless the nature and extent of the private business interest(s) are disclosed as explained below.

DISCLOSURE:

1. Any county officer, employee or board member who receives payment for helping a private person or business in a transaction with the county must disclose the payment.
2. Any county officer, employee or board member involved in a private business which is subject to county regulation must disclose that involvement. If the regulation is made by the agency or board of which the officer or employee is a member, disclosure must be made annually, and again at each meeting in which the officer's or employee's business is discussed. Such oral disclosures shall be made part of the minutes of the meeting.
3. Any county officer, employee or board member involved with a private business that does or anticipates doing business with the county must disclose that involvement.
4. Any county officer, employee or board member who has a personal or business interest of any kind which raises an actual or potential conflict of interest with county duties must disclose that interest.
5. All written disclosures must be sworn statements containing the information required above and be in a form similar to that on the reverse side of this document. All such statements are public records, open to public inspection. All disclosures must be made as follows: Orally, in any meeting of a county agency, board or division where a transaction is discussed involving a matter in which the officer, employee, or board member has an interest; and again in writing when the conflict arises. The general written disclosure must also be re-filed every January of each year that the outside interest persists and must be filed with the officer's, employee's or board member's immediate supervisor, division director, department head or elected official, and county council.

