

CECIL COUNTY ETHICS COMMISSION

<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

Cecil County Administration Building c/o Human Resources Department
200 Chesapeake Boulevard, Suite 2800, Elkton, Maryland 21921
410-996-5250 (ph.) 1-866-230-2578 (fax)

FINANCIAL & GIFT DISCLOSURE STATEMENT

(Pursuant to the Public Ethics Law, Annotated Code of Maryland, State Government, Title 15 and Cecil County Public Ethics Law, Chapter 39)

A MESSAGE TO THOSE REQUIRED TO FILE DISCLOSURE STATEMENTS

Attached you will find a copy of the 2018 Disclosure Form which is required to be filed by **April 30, 2019**, after which the Ethics Commission may impose a penalty of \$10 for each day late, up to \$250, and pursue more stringent penalties for non-filing or incomplete or false filing .

Please return as soon as possible to:

**Human Resources Department, Cecil County
Administration Building, Suite 2800,
200 Chesapeake Boulevard, Elkton, MD 21921**

You can complete the forms online, save the PDF and either email the forms to ethics@ccgov.org or fax them to 1-866-230-2578. You may also print and scan the completed, signed forms and e-mail them to ethics@ccgov.org

A stated purpose of the Public Ethics Law is to assure that the impartiality and independent judgment of public officials, employees, other compensated individuals, and board and commission appointees are maintained. The Public Ethics Law provides for disclosure and standards of conduct. The financial disclosure statements are a mechanism for monitoring potential conflicts of interest and also assist in fostering public confidence by showing that conflicts of interest do not exist. The information requested on the form covers areas specifically mandated by the law. The areas covered are those that in special circumstances can suggest an actual or potential conflict of interest. The conflict of interest sections cover ownership interests, employment, receipt of gifts, misuse of confidential information, activities of former officials, representational activities, misuse of position, and other matters.

The Cecil County Ethics Commission is required by the Public Ethics Law to review all financial disclosure statements filed under the Law. Please read the instructions carefully and be sure to supply all information requested for each interest you list on your statement. Your careful attention to submission of a complete and legible statement will make it unnecessary for the Commission to write to you later for additional information. A complete report submitted this year will make it easier for you to complete your report in future years.

If you need assistance in completing the form, please contact the Ethics Commission. Should you have any questions about the application of the law, you may write for an advisory opinion (see page 2 of the Instructions).

You must indicate either 'Yes' or 'No' to Sections A, B, & C. Information which is in the public records or is otherwise attainable can not be considered "not known" and must be reported. **Unsigned or incomplete forms will be returned.**

Board and Commission Members Please Note: Cecil County Ethics Commission Financial Disclosures Submission Policy. It is the policy of the Cecil County Ethics Commission to require a financial disclosure statement from each, and every, county appointed member of every county board and commission. In most cases, that requirement will be met by filing a Cecil County Ethics Commission's Financial Disclosure, either Form 1 or Form 2. Those board and commission members, who normally file their financial disclosure statements with another governmental entity may submit that statement in lieu of the Commission's form, as long as it satisfies the requirements of Article V of the county code. However, it is the responsibility of the member to submit the form, it is not the function of the Ethics Commission staff to obtain it on their behalf.

Financial disclosure statements are public records, which may be examined or copied by the public. Upon request, the Commission will send you the names and addresses of any persons who have examined or copied your statement. §39-24 B. The Commission or office designated by the Commission shall make financial disclosure statements available during normal office hours, for examination and copying by the public, subject to reasonable fees and administrative procedures established by the Commission. The Commission may not, however, provide public access to the portion of a financial disclosure statement that includes an individual's home address as identified by the individual (i.e., the Commission must redact the information before making it publicly available). This provision applies to all statements, whether posted on the internet or viewable only in the office.

[Amended 10-2-2018 by Bill No. 2018-15]

Thank you for your cooperation.