

CECIL COUNTY ETHICS COMMISSION
c/o Cecil County Department of Human Resources
200 Chesapeake Boulevard, Suite 2800
Elkton, Maryland 21921
410-996-5250 (ph.) 1-866-230-2578 (fax)
<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

INSTRUCTIONS for Financial Disclosure Statement, Form 2:

Qualifying Employees* (Annually – All Sections) Other Employees, Board Appointees and County Attorneys

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

**Note: Employees of the Offices of Sheriff, Health Dept., Dept. of Social Services, State's Attorney, Register of Wills, and Clerk of the Court are subject to the State of Maryland Disclosure Requirements and Forms*

A. Who Must File

Statutory Qualifying Employees - All appointed employees and department heads, and PS (Public Safety) positions Grade 4 & above and non-PS positions Grades 114 & above, whose duties include supervisory responsibilities or having input on agency policy, decision making, procurement, or budgetary matters, excluding employees of the Offices of Sheriff, Health Dept., Dept. of Social Services, State's Attorney, Register of Wills, and Clerk of the Court, who are subject to Maryland State Ethics Law and Disclosure Requirements.

Other Employees and Board and Commission Appointees – Use this form (Schedule C only) only if you received or accepted gifts during the reporting period.

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.

Employees unsure of filing status should check with Human Resources.

B. Filing Period / When to File

1. Those employees required to file shall file a financial disclosure statement with the Ethics Commission annually no later than April 30th of each year for the preceding calendar year.
2. An official who is appointed to fill a vacancy in an office who has not already filed a financial disclosure statement shall file a statement with the Ethics Commission for the preceding calendar year within 30 days after appointment.
3. An incumbent official who, other than by reasons of death, leaves an office shall file a statement with the Ethics Commission for the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual, *and* for the portion of the current year during which the individual held the office, within 60 days after leaving the office.

C. Where to Get Forms / Where to File

A financial disclosure statement can be acquired from and must be filed with the Cecil County Ethics Commission, c/o Human Resources Department, Cecil County Administration Building, 200 Chesapeake Boulevard, Suite 2800, Elkton, Maryland, 21921.

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

Forms may also be downloaded from the County web site at <http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

D. Questions /Assistance

Please contact the County Ethics Commission for any questions regarding proper completion of the form. The Ethics Commission will also issue a formal advisory opinion concerning the application of the Public Ethics Law, including financial disclosure provisions, at written request of any person subject to the law, or any official who supervises a person subject to the law. To the extent possible, a published opinion will not contain material identifying the person who is its subject, unless the subject waives confidentiality. Requests for advisory opinions should be in writing and addressed to the Cecil County Ethics Commission, c/o Human Resources Department, Cecil County Administration Building, 200 Chesapeake Boulevard, Suite 2800, Elkton, Maryland, 21921.

E. Legal Requirements

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]

A stated purpose of the Public Ethics Law is to assure that the impartiality and independent judgment of public officials, employees, 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 directions 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 contact you later for additional information. A complete report submitted this year will make it easier for you to complete your report in future years.

Some schedules may require knowledge regarding whether an entity does business with Cecil County. To verify, contact the Cecil County Purchasing Dept. at 410-996-5395, http://www.ccgov.org/dept_purchasing/index.cfm.

Information which is in the public records or is otherwise attainable can not be considered "not known" and must be reported. Late filing and willful and false filing is subject to penalty pursuant to Chapter 39. **An incomplete or unsigned form will be returned to you.**

Thank you for your cooperation.