



## Financial Disclosure: An Overview on the ROLE OF THE ETHICS OFFICER

### **Purpose**

An agency's Ethics Officer is the primary liaison between the agency and the Joint Commission on Public Ethics (the "Commission" or "JCOPE"). Each State agency must name an Ethics Officer. Other individuals may be involved with the Ethics Officer's duties, but one individual must have the primary responsibility for coordination with the Commission. Many State agencies have designated staff from either their Counsel's Office or Human Resources department.

### **Duties of the Ethics Officer**

The Ethics Officer, or his or her designee, is minimally responsible for:

- Serving as the point person for communication with the Commission, including receipt of Commission notices, correspondence, opinions, determinations, policies, publications, newsletters and legislative information, and disseminating relevant information to FDS filers
- Notifying new filers of their obligations to complete financial disclosure and ethics training requirements in a timely manner prior to adding them to JCOPE's online FDS system
- Creating and updating account profiles in a timely manner to reflect accurate filer information, including filer contact information, leave status, and salary information
- Maintaining current and accurate records in JCOPE's online FDS system on an ongoing and regular basis, including ethics training activities for FDS filers
- Assisting the Commission with financial disclosure compliance efforts by encouraging required filers to file on time and communicating with delinquent filers on the Commission's behalf
- Informing agency staff that the Ethics Officer is the internal agency contact for Public Officers Law related questions, and advising staff of their obligations under the law and how to seek advice and guidance from supervisors, the Ethics Officer or the Commission
- Ensuring the appropriate filings are submitted to the Commission
- Attending Commission trainings to stay current and informed

### **Contact the Commission's Financial Disclosure Unit:**

Phone: 1-800-873-8442, press option #3 to speak with a Filings Specialist

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