

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

18.	CONFLICT OF INTEREST
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18-1. Declaration of Conflict of Interest

This policy is designed for employees to declare any possible conflicts of interest as defined by Box Elder County policies and Utah law (Utah Code Unannotated 17-16a):

Utah Code Unannotated 17-16a-5. Compensation for assistance in transaction involving county – Public Disclosure and filing required.

- 1) No elected or appointed officer may receive or agree to receive compensation for assisting any person or business entity in any transaction involving the county in which he is an officer unless he files with the county legislative body a sworn statement giving the information required by this section, and discloses in open meeting to the members of the body of which he is a member, immediately prior to the discussion, the information required by Subsection (3).
- 2) The statement required to be filed by this section shall be filed ten days prior to the date of any agreement between the elected or appointed officer and the person or business entity being assisted or ten days prior to the receipt of compensation by the business entity. The statement is public information and is available for examination by the public.
- 3) The statement and disclosure shall contain the following information:
 - a. The name and address of the officer;
 - b. The name and address of the person or business entity being or to be assisted, or in which the appointed or elected official has a substantial interest; and
 - c. A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

Utah Code Unannotated 17-16a-6. Interest in business entity regulated by county-Disclosure.

Every appointed or elected officer who is an officer, director, agent, or employee or the owner of a substantial interest in any business entity which is subject to the regulation of the county in which the officer is an elected or appointed officer shall disclose the position held and the precise nature and value of the officer's interest upon first becoming appointed or elected, and again during January of each year thereafter during which the officer continues to be an appointed or elected officer. The disclosure shall be made in a sworn statement filed with the county legislative body. The commission shall report the substance of all such disclosure statements to the members of the governing body or may provide to the members of the governing body, copies of the disclosure statement within 30 days after the statement is received. This section does not apply to instances where the

value of the interest does not exceed \$2,000, and life insurance policies and annuities may not be considered in determining the value of the interest.

Utah Code Unannotated 17-16a-7. Interest in business entity doing business with county-Disclosure

Every appointed or elected officer, director, agent, or employee, or owner of a substantial interest in any business entity which does or anticipates doing business with the county in which he is an appointed or elected officer, shall publicly disclose to the members of the body on which he is a member immediately prior to any discussion by such body matters relating to such business entity, the nature of his interest in that business entity. The disclosure statement shall be entered in the minutes of the meeting.

Utah Code Unannotated 17-16a-8. Investment creating conflict of interest with duties – Disclosure.

Any personal interest of or investment by any elected or appointed official of a county which creates a potential or actual conflict between the official's personal interests and his public duties shall be disclosed in open meeting to the members of the body in the manner required by Section 17-16a-6.

No action against you can be taken because you filled out this form. It is recognized that there are often unavoidable conflicts of interest in small communities. This does not constitute an admission of guilt, nor is it a "cease and desist" order. The decisions regarding this possible conflict are those of a policy maker. The sole purpose of this form is to provide information required by the policy makers. In order to fulfill your requirements, the following form must be completed (Section 20, page 2).

STATEMENT OF EMPLOYEE:

EMPLOYEE NAME: _____

Please state on this form what you feel might be any possible conflicts of interest regarding your current County employment. This statement is not an admission of guilt. Please type or write legibly. File the original with the clerk, one copy to Personnel File and keep one copy.

17-16a-6. Interest in business entity regulated by county - Disclosure

Name and Address of the officer: _____

Name and Address of the person or business entity being or to be assisted, or in which the appointed or elected official has a substantial interest: and

A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed:

17-16a-7. Interest in business entity doing business with county - Disclosure

Name and Address of the officer: _____

Name and Address of the person or business entity being or to be assisted, or in which the appointed or elected official has a substantial interest: and

A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed:

17-16a-8. Investment creating conflict of interest with duties – Disclosure.

Name and Address of the officer: _____

Name and Address of the person or business entity being or to be assisted, or in which the appointed or elected official has a substantial interest: and

A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed:

EMPLOYEE SIGNATURE _____ DATE _____

**State of Utah
County of Box Elder**

Subscribed and sworn to before me this _____ day of _____, 20_____,

by _____.

My Commission Expires:

Notary Public